

Job Title:	Chief Executive Officer (5 Years Fixed Term Contract)
Organisation:	NEMISA
Department:	Office of the Chief Executive Officer
Location:	Parktown, Johannesburg
Salary Range:	Grade 15
Upward Reporting Relationships:	Board
Reference Number:	NEM19/11/2019

MAIN PURPOSE OF JOB

To provide overall leadership, integration and coordination in the execution of the digital agenda within the country through ensuring that digital skills expertise, knowledge and resources impact the development and learning within Government and society; build an Institute that will be responsive to the future of works in the era of the 4th Industrial Revolution.

JOB OBJECTIVES

(a) Strategic Leadership

- Develop, manage and execute the Institute's strategy, and drive the strategic direction of the Institute
- Ensure that all business units' strategies and plans are aligned with the overall Institute
- Set comprehensive goals and objectives for performance and growth
- Drive the formulation of the Institute's strategy, policy and decision making
- Develop, establish and direct the execution of operating policies to support overall institutional objectives
- Develop, establish and direct the implementation of strategic business plans
- Oversee all initiatives across the Institute to ensure that their conception and implementation support the Institute's strategic objectives
- Provide leadership and input for strategic and annual planning processes
- Provide input into the implementation of new processes and approaches to achieve strategic objectives
- Drive the overall values of the Institute in a manner that instils trust and credibility within internal and external stakeholders
- Position NEMISA as digital skills training institute of choice in the 4IR era

(b) Policy and Compliance Management

- Drive the formulation of policies to promote the Institute's achievement of strategic objectives and ensure a clean administration
- Ensure that the Institute maintains full and proper records of relevant activities as required by legislative prescripts
- Drive the establishment of internal processes for checking of compliance with legislative prescripts

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www.nemisa.co.za

Non-Executive Directors: Ms Molebogeng Leshabane (Chairperson); Ms Thobeka Buswana; Mr Melvyn Lubega; Mr Lionel Adendorf; Ms Nomonde Hlatshaneni;
Prof Christian Adendorf; Ms Bongekile Filana
Executive Directors: Mr Treveen Rabinidhnath (Acting CEO); Mr Thilivhali Ramawa (CFO)
Company Secretary: FluidRock Advisory (Pty) Ltd (Acting Company Secretary)

Reg no. 98/14825/08



- Provide advocacy to stakeholders on policy interpretations, and drive the awareness of policy changes
- Ensure that all business units comply with relevant policies, processes and systems
- Ensure the compilation and submission of statutory reports in line with agreed standards and time line

(c) Risk Management

- Drive the develop of a Risk Management Strategy, tools, practices, and policies for the Institute to analyse and report risks in line with the overall risk strategy
- Ensure the management of risks according to the Risk Management Framework
- Ensure the effective monitoring and evaluation of risk related activities
- Provide input to the Risk Management unit, EXCO and Board on risk management practices within the Institute
- Ensure that the Institute reflects practices and behaviors that are ethical, credible and professional

(d) Financial Management

- Drive the effective management and monitoring of financial resources and ensure compliance with management directives
- Ensure the effective management and monitoring of Institute cash balances and forecasts
- Ensure the effective management and investment of Institute assets and pension funds to extract maximum benefit
- Ensure the monitoring and controlling of expenditure of the Institute in line with the budget
- Ensure the compilation and submission of accurate financial data in accordance with prescribed guidelines, standards and formats
- Ensure the effective management of the acquisition of assets and resource requirements within the Institute

(e) Human Capital Management

- Drive the management of human capital assets and ensure maximum performance, capacity, capability and well-being
- Ensure the provision of required training and development to employees to ensure optimal performance
- Drive the determination of staffing requirements, and ensure recruitment and retention of high performing individuals
- Ensure that training interventions are aligned with the Institute's and employees' needs
- Drive the implementation of an effective performance management systems and ensure the management of employee performance against agreed standards and objectives
- Provide overall leadership and support the Institute's employees by keeping them informed and engaged, providing ongoing performance feedback, coaching and guidance

(f) Stakeholder Management

- Participate in internal and external stakeholder forums as directed
- Represent and participate in the Institute's committees and/or task teams
- Engage and build inter-departmental relationships with internal stakeholders, in order to drive overall performance
- Engage and build inter-governmental and business relationships and ensure the capitalisation of funding opportunities
- Attend meetings and present findings and proposals to members and management
- Represent the Institute at external events through the display of ethical leadership



Education: Formal Qualifications

Education involves the acquisition of knowledge and skills through learning where subject matter is imparted systematically. Formal qualifications are obtained by studying at formal institutions e.g. universities, Technikons, colleges, etc.

Level of Education:	<p>Minimum:</p> <ul style="list-style-type: none"> • Post graduate qualification (NQF Level 8) in Data Science or related Business Administration, ICT, Digital • Master's Degree in these principles will be an added advantage
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Job related Work Experience

Experience is obtained through opportunities for exposure and practice at work. It includes all working experience that has some bearing on the job and is not restricted to the current organisation. Supervised on-the-job training, internships and learnerships are incorporated within this category.

<p>Minimum:</p> <ul style="list-style-type: none"> • 5 - 7 years' experience in Senior/ Executive Management • 5 years in research in ICT or related skills • 5 + years' experience in a similar environment <p>Ideal:</p> <ul style="list-style-type: none"> • 5 years' experience in a similar environment
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Job related Knowledge

Job-related knowledge is typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). It includes knowledge of facts, data and information and understanding the rationale behind models, theories and principles.

<ul style="list-style-type: none"> • Extensive knowledge and understanding of national service delivery priorities • Knowledge and understanding of national and provincial growth and development strategies • Public Finance Management Act (PFMA) • Knowledge of digital skills applications within an educational context • Knowledge of the National Development Plan, National Qualifications Framework and Skills Development Processes • National Integrated ICT White Paper • SA Connect: Broadband Policy • Knowledge of National, Provincial and Local Government Protocols • Treasury Regulations • Supply Chain Management practices and processes • Knowledge of general financial management, budgeting and reporting processes within the Public Sector • Advanced Excel & knowledge working on Financial Accounting systems
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Competency requirements



- Exceptional Leadership Skills
- Strong Written and Verbal Communication
- Excellent Presentation
- Strong Networking and Relationship Building ability
- Ability to interpret reports, business correspondence, and procedure manuals
- Strong mentoring and coaching skills
- Ability to balance competing priorities, complex situations and tight deadlines
- Ability to rapidly process and comprehend large amounts of detailed information, consider the implications and consequences of new facts and make decisions

Important note:

- Please email through comprehensive CV and certified copies of Qualifications/Supporting documents to: Ceoposition@nemisa.co.za
- Preference will be given to historically disadvantaged applicants.
- Only candidates who meet the minimum requirements should apply.
- NEMISA reserves the right not to make an appointment.
- Correspondence will be limited to shortlisted applicants only.
- Closing Date: **24 January 2020**

We are committed to Employment Equity when recruiting internally and externally. It is company policy to promote from within wherever possible. Therefore, please be aware that internal candidates will be considered first before reviewing external applicants, if this supports achievement of our Employment Equity goals.