



## VACANT POSITION

**TITLE OF POSITION: CHIEF EXECUTIVE OFFICER (CEO)**

**TERM: FIVE-YEAR FIXED-TERM PERFORMANCE-BASED CONTRACT**

**JOB LEVEL: LEVEL 15**

**SALARY SCALE: R 1 370 973,00 – R 1 544 406,00 TOTAL COST OF EMPLOYMENT (TCOE)**

**POSITION OBJECTIVE:** To enable and implement the organisational strategy and objectives of the National Electronic Media Institute of South Africa (NEMISA) and give direction and leadership towards the achievement of the Organisation's goals and objectives. In addition, the management of the transition of NEMISA to iNeSI has to be performed. (Note: A Bill is currently being considered by Parliament for the establishment of iNeSI, the iKamva National e-Skills Institute, to which NEMISA will then transition.)

**PURPOSE OF JOB:** The CEO is the head of administration and the accounting officer at NEMISA. The purpose of this role is to provide leadership and direction, and to coordinate all activities of NEMISA in accordance with the approved organisational strategy and the Annual Performance Plans (APPs).

The *key responsibilities* of the CEO include:

- a) Developing and implementing effective operational strategies and controls;
- b) Fostering and leading a corporate culture that promotes sustainable ethical practices, encourages individual integrity and fulfils social responsibility objectives and imperatives;
- c) Ensuring that a positive and constructive work climate conducive to attracting, retaining and motivating employees at all levels in the Employer is maintained;
- d) Effectively communicating the vision, mission and business strategy to the Institute's employees and stakeholders;
- e) Establishing and maintaining collaborative multi-stakeholder relationships for digital skills delivery;
- f) Creating processes and mechanisms for developing a strong human capital base in South Africa for national, organisational and individual opportunities in a knowledge-driven economy;
- g) Creating processes and mechanisms for growing a corps of students and researchers that will propel digital skills development for a knowledge-driven economy;
- h) Creating opportunities for ongoing digital skills development in Government;
- i) Building a capable, agile and learning organisation that is fit for purpose and is responsive to rapidly changing digital skills needs and opportunities at multiple levels;

Tel: + 27 - 11 484 0583, Fax: + 27 - 11 484 0615, Physical Address: 21 Girton Road, Parktown, Postal Address: P.O. Box 545 Auckland Park, Johannesburg 2006, [www.nemisa.co.za](http://www.nemisa.co.za)

Non-executive Directors: Prof Walter Claassen (Chairperson); Prof Manoj Maharaj; Ms Sarien Kersh; Ms Nelisiwe "Ncedi" Mkhali; Mr Phuti Phukubje and Mr Lucas Mello  
Executive Directors: CEO (Vacant): Mr Thilivhali Ramawa (CFO)  
Company Secretary: Ms Mapula Thebethe

Reg no. 98/14825/08



j) Positioning the Institute as a thought-leader on the national digital skills development scene.

In addition, the CEO is responsible for monitoring and evaluation of these objectives and regular reporting on progress.

#### **MINIMUM QUALIFICATIONS AND EXPERIENCE:**

- Master's Degree in Public or ICT Policy, Economic Development, Business Administration or any other area of relevance to the position, with practical experience;
- Minimum of 10 years' experience including at least 5 years in a senior management capacity.
- Experience in executive leadership will be an added advantage;
- Experience in or exposure to the public and development sectors;
- Registration with a professional membership body in the areas of ICT, Corporate Governance or Management will be an added advantage but is not a prerequisite.

#### **KNOWLEDGE AND SKILLS REQUIRED:**

- A good knowledge and understanding of national development and service delivery priorities, and provincial growth and development strategies;
- A good understanding of digital developments in society, in organisations and in the lives of ordinary citizens, and of the development of digital skills and institutional capability;
- An understanding of the South African education and training, as well as the skills development, landscape and machinery. Specific understanding of the MICT SETA processes will be an added advantage;
- Ability to rapidly process and comprehend large amounts of detailed information, consider the implications and consequences of new facts and make decisions;
- Ability to balance competing priorities, complex situations and tight deadlines;
- Strategic understanding of corporate governance. Direct experience in this area will be an added advantage;
- Knowledge of the Companies Act, King Codes of Corporate Governance, Public Finance Management Act, National Treasury Regulations and a fair understanding of Government processes and systems;
- Excellent literary and report writing skills;
- Proven business or professional writing skills;
- Excellent communication skills;
- Broad understanding of the fundamental principles of associated work disciplines, e.g. Administration, Accounting (Finances), Education (teaching) and Training, ICT implementation in organisations.



#### **APPLICATION DETAILS:**

- 1. For the full details of the above position, please visit NEMISA's website at [www.nemisa.co.za/careers](http://www.nemisa.co.za/careers).**
- 2. A detailed Curriculum Vitae (CV) with three contactable references must accompany the application.**
- 3. Preference will be given to suitable applicants who are from Designated Groups. Applicants must therefore indicate their employment equity (EE) status i.e. race, gender and disability (if applicable).**
- 4. Shortlisted applicants will be required to make a declaration of their interests as well as undergo competency assessment and probity/security checks.**
- 5. Correspondence will be limited to shortlisted applicants only.**
- 6. Applications should be sent to [recruitment-ceo2018@nemisa.co.za](mailto:recruitment-ceo2018@nemisa.co.za)**

**Closing Date: 12 October 2018 at 17H00**