



Job Title:	Manager: Office of the CEO (12 Months Contract)
Organisation:	NEMISA
Department:	Office of the CEO
Location:	Gauteng, Parktown
Salary Range:	Grade 12
Upward Reporting Relationships:	Chief Executive Officer
Reference Number:	NEM-17/08/2021

MAIN PURPOSE OF JOB

To provide overall leadership, integration and coordination of strategic support services to the entire NEMISA in support of efficient Institutional and administrative processes.

JOB OBJECTIVES

- Ensuring efficient and effective functioning of the CEO's office
- Provide secretariat support to the CEO on strategic projects
- Manage and monitor EXCO's decision matrix and make follow-up where needed
- Providing assistance in reviewing EXCO/ Board Sub-Committees/ Board packs to ensure quality and timeous submissions and ensure Board and Committee actions are implemented.
- Coordinate responses for parliamentary questions
- Manage financial and human resources in the office of the CEO
- Ensure that the business unit complies with all policies and practices as prescribed by NEMISA, and relevant legislation
- Provide leadership and input for strategic and annual planning processes relating to the business units.
- Ensure the monitoring where required by the office of the CEO
- Identify risks and implement mitigations for the Office of the CEO
- Manage CEO activities with respect to engaging with stakeholders
- Motivate the acquisition of assets and resource requirements as required
- Manage and coordinate business unit resources
- Provide required training and development to employees to ensure optimal performance where required
- Manage subordinates by allocating work, assessing progress, and providing training and coaching where necessary
- Ensure that training interventions are aligned with NEMISA's and employees' needs
- Effectively respond to employee queries
- Participate in internal and external stakeholder forums and events as directed by the CEO
- Represent and participate in NEMISA's committees and/or task teams
- Attend meetings and present findings and proposals to members and management

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

Non-Executive Directors: Ms Molebogeng Leshabane (Chairperson); Ms Tobeka Buswana; Mr Melvyn Lubega; Mr Lionel Adendorff; Ms Nomonde Hlatshaneni; Prof Christian Adendorff; Ms Bongekile Filana
 Executive Directors: Mr William Trevor Rammitlwa (CEO)
 Company Secretary: Ms Fahmida Valla

Reg no. 98/14825/08



- Represent NEMISA at external events when required
- Build inter-business unit relationships to support the execution of operations
- Provide input to the Risk Management unit, EXCO and Board on risk management practices within the business unit

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:	Minimum: <ul style="list-style-type: none"> • Bachelor's degree in Business Administration/ Office Administration/ Management or equivalent qualification at NQF level 7 	Ideal: <ul style="list-style-type: none"> • Honours degree in Business Administration/ Office Administration/ Management or equivalent qualification at NQF level 8
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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.

Minimum:

- 5 years' experience as an Office Manager to the Executive or related position
- 3 years' experience within Public Sector

Ideal:

- 8 years' experience as an Office Manager to the Executive or related position
- 5 years' experience within Public Sector

Job related Knowledge and skills

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.

- Ability to write reports, business correspondence, and procedure manuals
- Financial management and budgeting processes
- Strong problem solving skills
- Leadership skills
- Sound decision making
- Good communication skills (written and verbal)
- Strong mentoring and coaching skills

Important note:

- Please email through comprehensive CV and certified copies of Qualifications/Supporting documents to: officemanager@nemisa.co.za
- If you do not hear from us within one week of the closing date, please regard your application as unsuccessful.
- Preference will be given to historically disadvantaged applicants.
- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to short listed candidates.
- NEMISA reserves the right not to make an appointment.
- Closing Date: **27 August 2021 (16:00pm)**.

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.