

EMPLOYMENT OPPORTUNITIES



The BANKSETA is a statutory body established through the Skills Development Act of 1998 to enable its stakeholders to advance the national and global position of the banking and micro-finance industry. As guided by its mandate the BANKSETA is as such an agent of transformation by promoting employment equity and broad-based black economic empowerment through skills development.

Reference Number:	BSCEOMAN102023
Job Title:	Manager: Office of the CEO
Job Band:	D
Reporting Line:	Chief Executive Officer
Full-time/Part-time/Contract:	Permanent
Location:	Gauteng - Centurion (Head Office)

Remuneration: R 965609,33 – R 1 158 731,21 per annum.

The purpose of the role:

The **Manager: Office of the CEO** reports directly to the Chief Executive Officer and is responsible for the management and coordination of the CEO office operations, procedures and resources to facilitate effectiveness and efficiency for the entire organisation. This will include supporting the CEO in making decisions as well as managing and completing high level projects (for example, projects related to strategic directives, high-level stakeholder management, process implementation, staffing assignments and strategic events).

Main Responsibilities:

Strategic Support & Special Projects Management

- Develop the operational plan for the office of the CEO and monitor the implementation thereof.
- Review performance plan and scorecard and advise the CEO accordingly.
- Review and actively manage departmental action plans.
- Manage and coordinate operational committees reporting to the CEO.
- Review project appeals and project change requests.
- Develop and ensure the implementation of methodologies, policies, standards and procedures for the design, development, implementation and evaluation of all special projects within the organisation.
- Ensure compliance to the methodologies, policies, standards and procedures.
- Ensure that programme and project management advice and support is provided to all people in the organisation responsible for managing programmes and special projects.
- Develop and ensure that a repository of special projects is updated on a regular basis.
- Develop and ensure the implementation of methods and models to enable decision making regarding the special projects to embark on.

- Develop and ensure the implementation of a resource capacity plan for resources to be used in different projects.
- Assist the CEO in managing audit and assurance processes.

Office Management

- Manage and maintain an efficient filing and document management system for the CEO's office and ensure all documentation (corporate records and reports) are kept in a safe and secure environment.
- Respond to, or routes priority or confidential enquiries from external or internal sources with correspondence or other messaging on behalf of the CEO.
- Reviews and comments on materials and documents related to the execution of high-profile strategic projects and programmes being presented to the CEO to ensure accuracy and quality.
- Oversees and follows-up with staff on the timely and quality execution of planned activities related to strategic projects and decisions taken by the CEO.
- Works closely and effectively with the CEO to keep him/her well informed of upcoming commitments and responsibilities and following up appropriately.
- Continually monitor the flow of information going in and out of the CEO's office.
- Review, prioritise, direct and delegate a wide variety of complex and confidential requests (incoming memos, submissions and reports) that are presented to the CEO for consideration.
- Facilitate and attend monthly departmental meetings and actively manage action plans.
- Collate and manage the budget in the office of the CEO.
- Review and implement operating practices and procedures in the CEO's Office to improve efficiency such as workflow, reporting procedures, or minimise expenditure.

Governance, Risk and Compliance

- Coordination of Board and management committee plenary.
- Produce Board and management committee plenary reports.
- Collation and quality assurance of responses to the Board and subcommittees
- Monitor all inter-departmental service level agreements and manage departmental performance targets.
- Prepare and quality assure reports to/from stakeholders and ensure timeous submission.
- Quality review Executive Management reports for Board and Board Committee submissions and ensure timeous submission.
- Ensure accurate dissemination of information by maintaining corporate news board.
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- Manage all projects from the Office of the CEO and ensure implementation in line with the project plans.
- Maintained strict confidentiality of all tasks executed.
- Perform additional tasks as assigned by the CEO.

Stakeholder Management and Relations

- Build and maintain relationships with all BANKSETA officers including EXCO, the Board and Board Committees for the purposes of expectations management and knowledge sharing.

- Ensure timeous resolution of stakeholder complaints within agreed turnaround times as per SLA
- Act as the principal contact point for external stakeholders as directed by the CEO.
- Proactively manage submissions to/from the organisation's principals i.e. DHET, SAQA, QCTO.
- Develop and actively track and monitor the Stakeholder Relations strategy and plan.
- Manage all stakeholder relations pertaining to the Office of the CEO.
- Manage SLA and contracts relating to the office of the CEO
- Promote the image and reputation of the BANKSETA in the Office of the CEO.

People Management

- Provide appropriate supervision of the team, by planning, assigning, and monitoring tasks aligned to deliver on performance objectives and in response to changes in processes.
- Provide support in the enhancement of relevant knowledge and skills through continuous coaching, mentoring and nurturing of supervised talent.
- Provide support in creating a high-performance culture and manage team performance effectively and provide input into the annual performance goals and measures into individual work plans based on agreed upon objectives.
- Provide support in the management of poor performance and disciplinary matters in line with the BANKSETA's policies and procedures.
- Manage key performance areas of directly reporting staff members to ensure achievement of the agreed objectives.

Competencies

- Values
 - Respect
 - Innovative
 - Stakeholder Focus
 - Professionalism
 - Diversity
 - Integrity
 - Teamwork
- Functional/Technical
 - Strategic Capability and leadership skills
 - Stakeholder Management and Relations
 - Administrative skills
 - Financial Management
 - Project Management
 - People Management

- Report Writing
- Communication (Verbal and Written)
- Change Management
- Conflict Management
- Risk Management
- Behavioural
 - Organisational and planning
 - Decision making
 - Problem solving and analysis
 - Interpersonal Relations
 - Team Leadership
 - Resilience
 - Proactive
 - Honesty and integrity
 - Confidentiality
 - Attentive to detail and accuracy

Knowledge and Skills Required

- Experience in a skills development environment would be an added advantage.
- Required to work extensive hours.
- Required to meet tight deadlines.
- Ensures the confidentiality of CEO materials, records and deliberations as appropriate, or as directed by the CEO.
- Undertake any reasonable duties as required by the CEO.
- Required to travel.
- Microsoft Office Packages
- Knowledge and understanding of the appropriate legislative and regulatory frameworks. (King IV, PPPFA, BBBEE etc.)
- Knowledge and understanding of the PFMA and NT regulations;
- Report writing;
- Understanding of POPIA, PAJA, SDLA, SDA, etc.
- Knowledge of risk and legal compliance

Minimum Requirements

- 10 years relevant working experience, 5 years of which must have been working in the Executive, CEO or Senior Manager Office.

- A proven track record in the strategic support and office management for Senior Executives, CEO and other high ranking officials of public entities, programmes, processes and systems.
- Bachelor's Degree/Advanced Diploma in Office Management / Business Administration or equivalent
- Registration with the CIS will be an added advantage.

Closing date for applications: **23 October 2023 at 16h30**

Please direct all applications to ceomanager@bankseta.org.za

Please use the reference number of this advert (BSCEOMAN102023) when applying.

Note: Preference will be given to candidates who meet BANKSETA's Employment Equity Plan. White and coloured males/females are encouraged to apply.