
DATE ADVERTISED: 16 SEPTEMBER 2024



VACANCY

SENIOR MANAGER - OFFICE OF THE CEO EAST LONDON - FIVE (5) YEAR FIXED TERM CONTRACT GRADE 18 - (TOTAL COST TO COMPANY)

The incumbent shall be responsible for providing strategic support to the Office of the CEO including overseeing daily operations of the Office, strategic stakeholder interface management, corporate level reporting and communication quality assurance, and strategic coordination for effective functioning of the organisation. Key responsibilities include:

- Supporting the CEO on matters relating to organisational strategy implementation and monitoring
- Managing and coordinating the CEO's Office programs and initiatives including relationships with key stakeholders.
- Providing administrative support to the CEO, including report submissions to key stakeholders, strategic partners and tracking the implementation of executive committee and Board resolutions.
- Acting as a liaison between the CEO and the Executive Management including following up on the implementation of organisational initiatives by Executive Management.
- Co-developing and writing the CEO's report to the Board, as well as providing quarterly progress reports.
- Supporting the CEO in implementing continuous improvement systems including streamlining administrative processes for better institutional turnaround and responsiveness.
- Developing Office of the CEO operational plans, preparing Office of the CEO unit budgets in accordance with organisational guidelines, and monitoring budget expenditure.
- Interface with the CEO's direct reports to bring to the attention of the CEO operating institutional impediments and to prioritise organisational action to maintain compliance with corporate reporting requirements.
- Overseeing the day-to-day operations of the CEO's office, ensuring efficient use of resources, supporting in risk management, and providing professional support to the CEO.
- Overseeing operations of the executive committee sittings, ensuring proper agenda, timeous reports circulation, minutes quality assurance, action plan follow-ups, etc

Overall, this role is critical in ensuring the smooth operation of the CEO's office and supporting the CEO in their strategic leadership role.

MINIMUM REQUIREMENTS

- A relevant postgraduate qualification and a bachelor's degree in commerce, public administration, engineering, development studies, or communication.
- A minimum of 8 years working experience of which 5 years should be in research, administration, development management, communication, media relations, strategic planning, or monitoring and evaluation environment at middle management or senior consultant level

This is a fixed term contract position, and the successful candidate will be subjected to signing of a performance contract and verification of qualifications. If you have not been contacted within eight (8) weeks after the closing date of the advertisement, please regard your application as unsuccessful.

In making these appointments, the ECDC reserves the right to apply the principles enshrined in the Employment Equity Act, its policies and plans.

Please send your detailed CV and certified copies of qualifications to
The Human Resources Department
Tel: (043) 704 5620

Email: humanresources@ecdc.co.za
Closing date: 30 September 2024