



INTERNAL / EXTERNAL ADVERTISEMENT		
DIVISION: OFFICE OF THE CEO		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
OCEO: 02/2021	OFFICE MANAGER ALL INCLUSIVE REMUNERATION: TCTC (PER ANNUM) R731 079.00 – R950 386.00	1

MICT SETA seeks to employ a suitably qualified, dynamic and experienced **Office Manager** to oversee and manage the operations of the Office of the CEO through monitoring the delivery of strategic initiatives. The position is based at Head Office, in Midrand and reports to the **Chief Executive Officer**.

This is a permanent position aligned to the Government Gazette No. 375 dated March 2019.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Business Management, Business Administration, Operations Management, Law or related field.
- A minimum of 8 years' experience in coordination of various projects, internal and external stakeholders at middle management level
- Experience as a company secretariat will be an added advantage

REQUIRED OUTPUTS

Strategic support to the Office of the CEO

- Provide strategic leadership and direction in the development of all business process management, corporate strategies, annual performance plans and reporting.
- Be the strategic link between the SETA and all stakeholders on matters of strategic, annual performance planning and reviewing.
- Monitor all inter-departmental service level agreements and manage departmental performance targets.
- Attend all monthly departmental meetings and actively manage action plans.
- Coordinate the Board and Management Committee strategic planning sessions.
- Compile quality Board and Management Committee strategic planning reports from the sessions held.
- Quality review Executive Management reports for Board and Board Committee submissions and ensure timeous submission.
- Collate and quality assure all responses on the Board and Board Subcommittee action plans prior to distribution.
- Chair the monthly meetings of the Office of the CEO; or any other meeting as directed.

Internal and external stakeholder liaison

- Proactively manage submissions to/from the organisation's principals i.e. DHET, SAQA, QCTO.
- Develop and actively track and monitor the Stakeholder Relations strategic plan and the stakeholder management framework.
- Ensure services to stakeholders are delivered timeously and accurately as prescribed in the stakeholder management framework.
- Establish a collaborative partnership with both public and private organisations to ensure sustainable implementation of the SETA's programmes.
- Ensure that stakeholders' enquiries and complaints are directed to the relevant business unit and investigated on behalf of the CEO.
- Manage all stakeholder relations pertaining to the Office of the CEO.
- Promote the image and reputation of the MICT SETA in the Office of the CEO.

Corporate communications

- Assist the CEO in monitoring and attending to internal and external communications directed to his office
- Ensure accurate dissemination of information by maintaining the corporate news board

Operations management

- Develop and manage the operational plan for the office of the CEO and ensure the implementation and monitoring thereof.
- Align business activities of the office of the CEO to operational plans.
- Manage all projects from the Office of the CEO and ensure implementation in line with the project plans.
- Facilitate and coordinate the performance planning, monitoring and evaluation processes of the SETA.
- Prepare operational reports, advise the CEO on decisions made relating to the operational matters.
- Ensure efficient execution of all resolutions taken in management, stakeholder, governance structures and related meetings.
- Establish and enforce procedures and systems for effective running of the Office of the CEO.
- Prepare documents for submission to governance structures and ensure integrated reporting.
- Provide oversight of business unit submissions to ensure alignment and validate accuracy and integrity of information.
- Prepare and/or vet all other documents submitted to the CEO for approval.
- Attend meetings on behalf of the CEO in instances where he is unable.

Financial Management

- Ensure that projects and functions in the CEO's office are executed on time and within budget.
- Investigate and recommend mitigation methods and minimize / contain the project's risk impact.

Risk and governance

- Ensure accurate statutory reporting and effective reporting to all governance structures.
- Manage the SETA's risk exposure and provide direction in maintaining an effective system of internal controls in respect of performance planning and reviewing.

Innovation and excellence

- Ensure the implementation of processes that capture and exploit innovative opportunities.
- Standardisation of reports and documents concerning the office of the CEO.

People management and leadership

- Manage the performance of subordinates.
- Facilitate performance management on all staff of the Office of the CEO.

REQUIRED SKILLS

- Mastery of MS Office package
- Strong command of written and spoken English
- Exceptional leadership, organising and planning skills
- Excellent business and report writing skills
- Excellent problem solving skills

KNOWLEDGE AND ATTRIBUTES

- Proven track record of exceeding goals
- Honest, trustworthy and respectful
- Ethically sound
- High attention to detail
- Stress tolerance and works well under pressure

APPLICATION:

CVs and certified qualifications of suitably qualified persons may be forwarded to the Human Capital Division for the attention of: Mr Bassanio Gilbert (Recruitment@mict.org.za) no later than **05 February 2021**. Enquires may be directed to 011-207-2600.

Applicants will be subjected to personal vetting.

Should candidates not hear from us 30 days after the closing date of applications, they should consider their application unsuccessful.



White, Indian, Coloured and people with disabilities are encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.



MICTSETA

Media, Information And
Communication Technologies
Sector Education And Training Authority

SHAPING SKILLS. PIONEERING INDUSTRIES. EMPOWERING FUTURES