



**MANAGER: IN THE OFFICE OF THE CHIEF EXECUTIVE OFFICER  
PERMANENT  
PATERSON GRADE: D3 LEVEL 6  
REMUNERATION PACKAGE: R1 106 369.34 (CTC)  
REF: **AgriS1101/2024****

**MANAGER: IN THE OFFICE OF THE CHIEF EXECUTIVE OFFICER**

<b>DESIGNATION</b>	Manager in the Office of the Chief Executive Officer
<b>Reporting to</b>	Chief Executive Officer
<b>Grade</b>	D3
<b>Division</b>	Administration
<b>Business Unit</b>	Governance
<b>Office Location</b>	Arcadia, Pretoria

<b>JOB PURPOSE</b>	The candidate is required to support the Office of the Chief Executive Officer (OCEO) in executing and managing strategic projects within the organisation and ensuring the CEO's Office is efficiently and effectively managed, concerning Administration, Reporting, Coordination and Customer Service.
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## KEY PERFORMANCE AREAS

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<b>Operations Management</b>	<ul style="list-style-type: none"> <li>• Develop and manage the operational plan of the of the CEO's office for the area of responsibility and ensure implementation and monitoring thereof.</li> <li>• Improve productivity within the CEO's office and align business activities with strategic and operational plans.</li> <li>• Driving operational efficiency in the project management activities within the Office of the CEO.</li> <li>• Prepare operational reports, advise the CEO on decisions made related to operational matters and attend meetings on behalf of the Chief Executive Officer.</li> <li>• Ensure a smooth process and procedures to drive cross-functional team collaborations.</li> <li>• Assist the Chief Executive Officer in monitoring and attending to internal and external communications directed to the Unit.</li> <li>• Ensure that stakeholders' enquiries and complaints directed to the relevant business unit and are investigated on behalf of the Chief Executive Officer.</li> <li>• Manage the implementation of projects within the area of responsibility</li> <li>• Ensure efficient execution of all resolutions taken in management, stakeholders, governance structures and related meetings</li> <li>• Prepare documents for submission to governance structures and ensure that integrated reporting is implemented.</li> </ul>
<b>Governance</b>	<ul style="list-style-type: none"> <li>• Ensure accurate statutory reporting and effective reporting to all Governance Structures.</li> </ul>
<b>Innovation, excellence and transformation</b>	<ul style="list-style-type: none"> <li>• Ensure implementation of processes that capture and exploit innovative opportunities.</li> </ul>

	<ul style="list-style-type: none"> <li>• Standardisation of reports and documents from office of the Chief Executive Officer.</li> </ul>
<b>Internal and External stakeholder engagement</b>	<ul style="list-style-type: none"> <li>• Establish collaborative partnership with both private and public organisations to ensure sustainable implementation of AgriSETA's programmes.</li> <li>• Ensure services to stakeholders are delivered timeously and accurately as prescribed in Stakeholders' Management Framework. Share information of importance (i.e. structural changes within AgriSETA, mandate changes, strategy modifications, legislative changes) with relevant stakeholders in conjunction with the Communication division.</li> <li>• Liaise with other divisions as appropriate to facilitate efficient and effective operations within the organisation.</li> </ul>
<b>People Management and Leadership</b>	<ul style="list-style-type: none"> <li>• Manage the work of personnel within the Business Unit.</li> </ul>
<b>JOB REQUIREMENTS AND EXPERIENCE</b>	
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Minimum: (NQF Level 7) Degree in Operations Management, Business/Management/Administration, Law or equivalent.</li> <li>• Experience or qualification in project management / Company Secretariat will be an advantage</li> <li>• 8 years' experience in administration of a senior management office.</li> </ul>
<b>Knowledge and skills requirement</b>	<p><b>Skills Required:</b></p> <ul style="list-style-type: none"> <li>• Excellent report writing skills highly required.</li> <li>• Extremely organised, detailed oriented and efficient.</li> <li>• Ability to manage tight deadlines and punctual heavy workload.</li> <li>• Strong interpersonal skills, excellent communication and reporting capability.</li> <li>• Self-directing, ability to coordinate and direct others.</li> <li>• Ability to work efficiently in a broad cultural spectrum.</li> <li>• Presentation and facilitation skills.</li> <li>• Ability to multi-task and manage competing priorities.</li> </ul>
<b>Competencies required</b>	<ul style="list-style-type: none"> <li>• Project Management</li> <li>• Planning and organising</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Change Management</li><li>• Strategic capability</li><li>• Report writing</li><li>• Presentations</li><li>• Deadline driven</li><li>• Attention to detail</li><li>• Relationships in the workplace</li><li>• Conflict handling /negotiation</li><li>• Stress tolerance</li><li>• Able to follow rules and regulation diligently</li></ul> |
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**Employment Period: Permanent**

Applications must be accompanied by a covering letter and Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of their qualifications and ID.

Applications should be emailed to [ManOCEO@agriseta.co.za](mailto:ManOCEO@agriseta.co.za)

**Closing date: 25 November 2024 @16h30**

**Enquiries:** Dr Bertha Letsoalo | Executive Manager: Corporate Services on [bertha@agriseta.co.za](mailto:bertha@agriseta.co.za)

**Applications should be submitted no later than Monday, 25 November 2024 at 16h30.**

Applications received after the closing date will not be considered.

AgriSETA reserves the right not to make an appointment.

People with disabilities are encouraged to apply.

<p>This advertisement has minimum requirements listed. Management reserves the right to use additional relevant information as criteria for short-listing. AgriSETA is an equal opportunity employer and preference will be afforded to candidates in terms of Employment Equity Plan.</p>
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