



The Universal Service and Access Agency of South Africa (USAASA) is established in terms of the Electronic Communications Act 36 of 2005. USAASA is an equal employment employer, supportive of the objectives of the Employment Equity Act, and encourages suitably qualified individuals from all groups including special designated groups to apply for the following position:

**Senior Manager: Office of the Chief Executive Officer
Salary R1 216 824 xv R1 433 355 per annum
(3 – Years) Fixed Term Contract
(Ref 2024/10/04)**

Key Purpose:

The main purpose of the Senior Manager in the CEO's office: to provide strategic support in the office of the CEO, conduct quality control and compliance assurance on the workflow.

Key outputs:

Business Strategy Leadership

The incumbent serves as a liaison to the between CEO and executives of businesses and functional units; organizes and coordinates internal and external relations efforts and oversees special projects. The incumbent must have the ability to exercise good judgment in a variety of situations, and possess organizational skills, and the ability to maintain a realistic balance among multiple priorities. The incumbent will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. Participate in the development and implementation of USAASA business strategy. To provide strategic and efficient administrative support to all strategic documents. Prepare presentations for strategic platforms that requires CEO's participation. Build relationships that is crucial to the success of the organization and manages a variety of special projects for the CEO. Support CEO's Personal Assistant to drive engagements and project operations e.g. agenda for strategy, workshops and follow up on deliverables assigned by CEO. Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures. To maintain professionalism and image of the CEO's office. Maintain high standards of professionalism, discretion, diplomacy, judgment,

customer service, efficiency, and operational excellence. Ensure oversight on all policies prior to CEO's approval. Ensure smooth running of EXCO meetings including coordination and planning. Oversee the efficient and effective reporting across multiple levels in the organisation. Establish rapport with key people in the organisation and the organisation's stakeholders.

Manage and coordinate formal submission of documents to the Executive Authority as per legislative requirements (PFMA etc.) within the specified timeframe, e.g. strategic and business plans, quarterly reports, budgets, etc. Maintain a register of all documents submitted and obtain written confirmation of receipts.

Financial management/oversight and compliance

Develop and manage the CEO's budget (including the use of outsourced and contracted services). Manage financial resources effectively.

Project Management

Provide project management as determined by the CEO. Work closely with Leadership and Project teams and other stakeholders to facilitate delivery and remove impediments. Provide input to budgeting process per project portfolio.

Requirements & Experience

Qualifications/Knowledge (including most relevant field of study)

- Matric,
- Degree or National Diploma in Business Management, or Public Administration/Office Management (NQF level 7).
- Post graduate qualification will be an added advantage.
- 3-6 years' experience in an executive office management environment.
- Knowledge of PFMA, Treasury Regulations and relevant prescripts.
- Project Management ability.
- Knowledge of corporate Governance
- Understanding of protocol matters regarding government, parliament, and other key stakeholders.

Required Skills, Competencies and Attributes:

- MS Office (Excel, Word, PowerPoint).
- Excellent management, communication and interactive skills.
- Competent ability in knowledge management.
- Excellent planning and organising skills.
- Excellent problem-solving skills.
- Strategic thinker.
- Excellent business writing and correspondence.
- Attention to detail/accuracy.

Applications:

Application letters accompanied by a comprehensive curriculum vitae, certified copies of qualifications and identity document should be forwarded for the attention of Ms. Sharonne Scheepers to recrutiment@usaasa.org.za or hand delivered to building 1 Thornhill Office Park, 94 Bekker Street, Vorna Valley Midrand, 1685.

Closing Date: 22 November 2024

Note: Correspondence will be limited to the shortlisted candidates only. If you have not been contacted within 3 months of the closing date of the advertisement, kindly regard your application as unsuccessful. Shortlisted candidates must be prepared to consent and be subjected to necessary security vetting and competency assessment.

Enquiries: Sharonne Scheepers (Recruitment & Selection), Tel. (011 564 1653)

