

Enterprise iLembe is the Economic Development Agency of the iLembe District Municipality, responsible for Trade & Investment Promotion and Local Economic Development for the Region Enterprise iLembe seeks to fill the position and accordingly invites suitably qualified and experienced applications for the position below:

PERMANENT VACANCY

MANAGER: OFFICE OF THE CEO

SALARY PACKAGE: R741,461.04

Enterprise iLembe seeks to fill the position and accordingly invites suitably qualified and experienced applicants to provide comprehensive support to the CEO, overseeing strategy development, managing communications, engaging stakeholders, and fostering partnerships.

Qualification Knowledge, Skills and Attributes:

- Minimum: Bachelor's degree – (NQF) Level 7 in Business Administration/Marketing, Public Administration / Office Management/ Operations Management, Commerce /Administration or equivalent. Postgraduate qualification will be an added advantage.
- Experience or qualification in project management will be an advantage
- 5 years' experience in administration of a senior management office.
- Experience in Finance reporting
- Experience in monitoring, budget & expenditure processes
- Excellent report writing skills highly required.
- Extremely organised, detailed oriented and efficient.
- Presentation and facilitation skills.
- Sound administrative skills and good analytical, documentation and reporting abilities
- Excellent computer skills (Microsoft- Word, Excel, PowerPoint, Project, Office)
- Effective time management and personal organisational skills.
- Ability to manage tight deadlines and punctual heavy workload.
- Ability to multi-task and manage competing priorities.
- Strong interpersonal skills, excellent communication and reporting capability.
- Self-directing, ability to coordinate and direct others.
- Ability to work independently, but more importantly as part of a team as a co-operative, collaborative and supportive teamplayer.
- Ability to manage expectations, risk and issues in a pro-active manner.
- Ability to work efficiently in a broad cultural spectrum.

Key Responsibilities:

Operations Management

- Develop and manage the operational plan of the of the CEO's office for the area of responsibility and ensure implementation and monitoring thereof.
- Improve productivity within the CEO's office and align business activities with strategic and operational plans.
- Driving operational efficiency in the project management activities within the Office of the CEO.
- Prepare operational reports, advise the CEO on decisions made related to operational matters and attend meetings on behalf of the Chief Executive Officer.
- Ensure a smooth process and procedures to drive cross-functional team collaborations.
- Assist the Chief Executive Officer in monitoring and attending to internal and external communications directed to the Unit.
- Ensure that stakeholders' enquiries and complaints directed to the relevant business unit and are investigated on behalf of the Chief Executive Officer.
- Manage the implementation of projects within the area of responsibility.
- Ensure efficient execution of all resolutions taken in management, stakeholders, governance structures and related meetings.
- Prepare documents for submission to governance structures and ensure that integrated reporting is implemented.

Governance

- Ensure accurate statutory reporting and effective reporting to all Governance Structures.

Innovation, excellence and transformation

- Ensure implementation of processes that capture and exploit innovative opportunities.
- Standardisation of reports and documents from office of the Chief Executive Officer.

Internal and External stakeholder engagement

- Establish collaborative partnership with both private and public organisations to ensure sustainable implementation of Enterprise iLembe programmes.
- Ensure services to stakeholders are delivered timeously and accurately as prescribed in Stakeholders' Management Framework. Share information of importance (i.e. structural changes within Enterprise iLembe mandate changes, strategy modifications, legislative changes) with relevant stakeholders in conjunction with the Communication division.
- Liaise with other divisions as appropriate to facilitate efficient and effective operations within the organisation.

People Management and Leadership

- Manage the work of personnel within the Business Unit

Enterprise iLembe subscribes to the principals of equal employment opportunities as contemplated in the Employment Equity Act: 55 of 1998. Please forward your applications together with a detailed CV and certified copies of your qualifications, drivers licence and Identity Document for the attention of H.R ; email recruitment@enterpriseilembe.co.za

The closing date for submissions is **17 January 2025, 16h00** If you do not hear from us within (2) weeks of closing date, please consider your application as unsuccessful.



Chief Executive Officer
Mr A.S Mazibuko