



## JOB ADVERTISEMENT

***FASSET complies with the provision of the Protection of Personal Information Act. By submitting your application for a position at FASSET, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related processes.***

Name of Position	:	<b>Executive Manager: Office of the CEO</b>
Closing Date for Applications	:	<b>4 August 2023 @16:30</b>
Commencement Date for Post	:	As soon as possible
Salary Range	:	<b>R 1 518 441p.a. (TCTC)</b>
Reference	:	<b>FAS/RECRUITMENT/EM107</b>
<b>JOB IDENTIFICATION</b>		
Department:	Office of the CEO	
Reporting Line	Chief Executive Officer	
Full-time/Part-time/Contract:	Permanent	
<b>PURPOSE OF THE JOB</b>		
To oversee effective and efficient functioning of the CEO's office, Quality Assurance, Legal Services and Audit, Risk & Compliance Departments. Ensure organisational strategies are met through continuous monitoring and submission of accurate and timeous information on organisational performance management.		
<b>MAIN ACCOUNTABILITIES</b>		
<ul style="list-style-type: none"> <li>• Ensures the management of operations in the office of the CEO through Total Quality Management;</li> <li>• Oversee policies development and review;</li> <li>• Provide support to members of the Executive Committee (Exco) and management;</li> <li>• Review and implement operating practices and procedures in the CEO's office.</li> <li>• Manage and maintain effective Records Management in the CEO's office.</li> <li>• Respond to, or routes priority or confidential inquiries from external or internal sources with correspondence or other messaging on behalf of the CEO.</li> <li>• Reviews and comments on materials and documents related to the execution of high- profile strategic projects and programmes being presented to the CEO thus ensuring accuracy and quality.</li> <li>• Oversees and follows-up with staff on the timely and quality execution of planned activities related to strategic projects.</li> <li>• Works closely and effectively with the CEO to keep her well informed of upcoming commitments and responsibilities and following up appropriately.</li> </ul>		

<ul style="list-style-type: none"> <li>• Prepare reports and presentations on behalf of the CEO to Board Committees, Board, Parliament's Portfolio Committee on DHET, DG's and Minister's meetings;</li> <li>• Prepare reports for the CEO's Office and submit to the relevant structures;</li> <li>• Strengthen communication with all stakeholders;</li> <li>• Oversee identification of risks, management thereof and updating of risks registers;</li> <li>• Manage strategic projects, as directed;</li> <li>• Review performance plan and scorecard and advise the management accordingly;</li> <li>• Ensure compilation of information packs for meetings, workshops, and presentations;</li> <li>• Ensure effective utilisation of resources;</li> <li>• Liaise with Auditors and manage audit process within the office of the CEO, while ensuring that all recommendations from Auditors are adequately addressed;</li> <li>• Identify and mitigate risks.</li> <li>• Ensure the standardisation of organisational policies and Standard Operations Procedures.</li> </ul>	
<b>REQUIRED QUALIFICATION</b>	
<b>Qualification</b>	<ul style="list-style-type: none"> <li>▪ Honours Degree/Post Graduate qualification (NQF Level 8) in Public Management/Administration or Business Administration/Management</li> <li>▪ A Master's Degree (NQF Level 9 will be an added advantage)</li> </ul>
<b>Professional Membership</b>	<ul style="list-style-type: none"> <li>▪ Professional membership is advantageous.</li> </ul>
<b>REQUIRED EXPERIENCE/COMPETENCIES/KNOWLEDGE</b>	
<b>Essential:</b>	<ul style="list-style-type: none"> <li>▪ Minimum of 10 years management experience of which 5 years must be at a senior management level;</li> <li>▪ Experience in the public sector will be advantageous;</li> <li>▪ Knowledge and understanding of the appropriate legislative and regulatory frameworks. (King IV, PPPFA, BBBEE etc.)</li> <li>▪ Knowledge and understanding of the PFMA and NT regulations;</li> <li>▪ Report writing</li> <li>▪ Understanding of POPIA, PAJA, SDLA, SDA, etc.</li> <li>▪ Knowledge of risk and legal compliance</li> <li>▪ Knowledge of dealing with auditors and an understanding of working with governance structures.</li> </ul>
<b>DATE OF COMMENCEMENT OF POSITION</b>	

FASSET requires applications for a Permanent **Executive Manager: Office of the CEO** to join the existing team as soon as possible.

<b>SALARY</b>
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The salary range to be offered for this position is **R 1 518 441 p.a. (TCTC)**.

<b>ASSESSMENT</b>
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Applicants will be required to undergo a competency assessment.

## CONTACT DETAILS

Submit your full curriculum vitae (including at least 3 references), copies of your qualifications including academic records, matric and copy of ID by no later than **4 August 2023 @16:30** to: [EMCEO@fasset.org.za](mailto:EMCEO@fasset.org.za)

For any Enquiries regarding the position please contact: Mr Karabo Dikgore, Human Resources Department at [087 562 8217](tel:0875628217) Should you not hear from FASSET within 6 weeks of the closing date, kindly consider your application unsuccessful. **Communication is limited to the shortlisted candidates only.**



***FASSET applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability.”***