

OFFICE MANAGER – GCE OFFICE: D2

EXECUTIVE GROUP DIVISION

ITHALA TRADE CENTRE

REFERENCE NUMBER: LJ22036

Reporting to the Group Chief Executive, the Office Manager will act as a trusted advisor and operator for the Group Chief Executive (GCE) by providing high-level strategic support to the GCE in planning, executing, and ensuring the success of the GCE's mandate. To serve as a liaison between GCE and executives and business units; organise and coordinate internal and external efforts.

The Office Manager will:

- Manage a variety of special projects for the GCE.
- Prepare presentations and reports for GCE for EXCO and Board meetings.
- Facilitate GCE's performance contracting and appraisals.
- Implement GCE action plans to mitigate strategic risks.
- Serve as the GCE's administrative liaison with Executives.
- Provide high-level strategic support to the GCE.
- Proactively participate in business efficiency improvement forums and play an active role in the change initiatives process.
- Collaborate and drive interaction as well as communication between the GCE, Communications department and the media.
- Compile speaker notes or presentations for GCE for special events, workshops, media events, stakeholder engagements, etc.
- Ensure capital expenditure and operational expenditure spend is in line with the fiscal budget for the office of the GCE.
- Manage Human Capital.

The following minimum requirements should be met in order to be considered:

Qualifications:

- Degree in Business Administration or related field or an equivalent qualification at an NQF Level 7.
- Post graduate degree will serve as an advantage.

Experience:

- 5 - 8 years management experience within business administration and office management environment, of which 3 years should be at a senior management/strategic level.

Requisite Functional Competencies

- Computer Literacy (Ms office: Word, PowerPoint, Excel).
- Knowledge and experience in financial planning and forecasting.
- Knowledge and understanding of Public Management Act.
- Knowledge and understanding of Public Financial Management Act and corporate governance principals.
- Knowledge of risk management concepts, framework, and methodology.
- Excellent understanding of business operations and procedures.
- Strong research and analytical abilities.

All Short-listed applicants will be subjected to assessments, references and credit checks.

**ITHALA EMBRACES THE PRINCIPLES OF THE EMPLOYMENT EQUITY ACT
PREFERENCE WILL BE GIVEN TO PEOPLE WITH DISABILITIES.
CLOSING DATE: 24 MARCH 2023**

INTERESTED APPLICANTS MUST FORWARD A DETAILED CV; CERTIFIED COPIES OF QUALIFICATIONS AND ID DOCUMENT BY E-MAIL TO HR_recruitment9@ithala.co.za KINDLY ALSO INCLUDE A MOTIVATION OF HOW YOU MEET EACH OF THE ENTRY REQUIREMENTS LISTED ABOVE AND QUOTE THE REFERENCE NUMBER FOR THE POSITION.

PLEASE NOTE:

- LATE APPLICATIONS AND APPLICATIONS WITH NO REFERENCE NUMBER WILL NOT BE CONSIDERED.
- E-MAIL USERS ARE REQUESTED TO SET THE DELIVERY OPTION ON BOTH "RETURN RECEIPT" AND "CONFIRM DELIVERY".
- CORRESPONDENCE WILL BE LIMITED TO SHORT-LISTED CANDIDATES. ALL SHORT-LISTED APPLICANTS WILL BE SUBJECTED TO ASSESSMENTS, REFERENCE AND CREDIT CHECKS. IF YOU HAVE NOT BEEN CONTACTED WITHIN 3 MONTHS OF CLOSING DATE OF THE ADVERTISEMENT, PLEASE ACCEPT THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL.