



Manager in the Office of the CEO, Killarney

(12 months fixed term contract)

Job Purpose: To support and complement the Acting Chief Executive Officer in developing, executing and managing the organisations' activities with a particular emphasis on the day to day profitable operations and planning of the business. The person will also be responsible for ensuring the smooth cross departmental collaboration activities.

Job requirements: A degree in business management/ public administration/ education or equivalent. Further qualification or experience in project management. Minimum of five years' office management experience. Experience in SETA environment is advantageous.

Minimum competency requirements: The incumbent should demonstrate capabilities related to: stakeholder relations, report writing and attention to detail. Be highly proactive; quantitative and project orientation; multi-tasking and managing competing priorities; judgement and decision-making ability; and communication skills

Job Responsibilities: Overall administration of the office. Manage the operational plans of the business unit and ensure implementation and monitoring thereof. Improve productivity within business unit and align business activities with strategic and operational plans. Assist the Acting Chief Executive Officer in driving operational efficiency in the project management activities within the Office of the CEO. Prepare operational reports on behalf of the Acting CEO. Ensure smooth processes and procedures to drive cross functional team collaborations. Assist the Acting Chief Executive Officer in monitoring and reporting on departmental team KPIs. Handle stakeholders' enquiries and complaints. Lead any other ad hoc special departmental initiatives as may be allocated from time to time by the Acting Chief Executive Officer. Drive initiatives aimed at eliminating waste, improve productivity and reduce operating costs.

Please submit your CV and a cover letter indicating the position you are applying for to HRvacancies@cathsseta.org.za by no later than Friday, 1 September 2017 at 16:00. Late applications will not be considered.

Appointment will be subject to a compulsory three month probationary period. Remuneration will be commensurate with experience. CATHSSETA is an equal opportunity employer committed to the principles of Employment Equity. Preference will be given to PDI/ HDSA individuals and Disabled individuals are encouraged

to apply. If you have not heard from us within 21 working days after the closing date, please consider your application as unsuccessful. CATHSSETA reserves the right not to make an appointment.