



## JOB PROFILE

### SECTION A: JOB TITLE AND INFORMATION SECTION

<b>.1 POST IDENTIFICATION</b>	
<b>.2 Municipality</b>	Joburg Property Company
<b>.3 Post Title</b>	Strategic Operational Manager
<b>.4 Number of Posts</b>	1
<b>.5 Job Grade</b>	
<b>.6 Date Grade Authorised</b>	
<b>.7 Post Identification No/s.:</b>	
<b>Name of Incumbent(s) and Service Numbers:</b>	
<b>A.2 LOCATION OF POST</b>	
(The departments or service units and sub divisions within which the post or posts are located. Use the terminology used in your municipality)	
Department	Office of the CEO
Division or Section	Strategic Operations
Branch or Sub-Section	Braampark
<b>A.3 SURROUNDING POSTS</b>	
<b>Immediate Superior</b>	
Job Title	Post Identification No.
1.Chief Executive Officer	
<b>Immediate Subordinates</b>	
Job Title(s):	Post Identification No (s).
1. Administrative Support	

## **SECTION B: JOB PURPOSE, DUTIES AND RESPONSIBILITIES OF THE POST**

### **B.1 JOB PURPOSE**

To provide strategic institutional Support by rendering professional services and support to the CEO by the rendering of service which entails coordinating, planning, collaborating, monitoring, reporting and managing stakeholders and projects to ensure the smooth operations within JPC.

<b>B.2 DUTIES OF THE POST</b>		
<b>NO.</b>	<b>DUTIES/TASKS (What, How and Why)</b>	<b>FREQUENCY</b>
	<p><b>1. Institutional Capacity and Coordination.</b></p> <ul style="list-style-type: none"> <li>• Responding to queries which impact the JPC timeously in line with the shareholder compact agreement.</li> <li>• Liaising with and Compiling and verifying information required by external and internal stakeholders.</li> <li>• Prioritising initiatives, providing guidance in terms of policies, methodologies, processes, standardisation and consolidated reporting;</li> <li>• Conceptualising the value chain business processes for improvement of operations within the JPC.</li> <li>• Putting in place systems and process for centralising data and knowledge management for real-time decision-making.</li> <li>• Identify and address issues that impede project performance/ deliveries</li> <li>• Oversee, manage and coordinate the reporting and monitoring component of performance management</li> <li>• Ensure effective Reporting on progress against implementation of company business plan on a quarterly basis</li> </ul> <p><b>2. Collaborating with external departments in respect of business planning, performance monitoring and evaluation.</b></p> <ul style="list-style-type: none"> <li>• Identifying gaps picked in the performance monitoring and evaluation to lead the conceptualization and business planning by compiling and collating information positioning the Entity.</li> <li>• Lead and coordinate the translation of CEO's imperatives into action plans and good practice.</li> <li>• Align (influence) priorities and projects to support the implementation of JPC strategies.</li> <li>• Identify and analyze bottlenecks with existing processes implementation and make recommendation to the CEO</li> <li>• Evaluate the implications of new policy regulations on systems, procedures and budgets</li> <li>• Coordination of information as it relates to Exco/Board agenda items</li> <li>• Lead and coordinate the translation of CEO's initiatives into action plans and conceptualize the long term effects of the desired outcomes of projects</li> </ul>	

	<p><b>3. Planning and organizing</b></p> <ul style="list-style-type: none"> <li>• Defining objectives, developing comprehensive plans developing scenarios on projects, integrating and coordinating activities, and assigning appropriate resources for successful implementation.</li> <li>• Planning, prioritizing and organizing information and resources effectively to ensure the quality of service delivery.</li> <li>• Build efficient contingency plans to manage risk and adapt plans in light of changing circumstances</li> <li>• Articulate information from research, surveys and studies to identify trends; solution, best practices to make informed decisions.</li> </ul> <p><b>4. Office/Project Management</b></p> <ul style="list-style-type: none"> <li>• Give direction to the team in realizing the CEO's strategic initiatives.</li> <li>• Initiating projects that lead to the achievement of long-term strategic objectives of the JPC</li> <li>• Coordinating broad stakeholder involvement with regards to organizational priorities, projects, etc.</li> <li>• Leading and coordinating the translation of policy into action plans</li> <li>• Identifying and acting on opportunities to partner with other departments in the JPC/municipality to achieve desired results</li> <li>• Contributing toward addressing the JPC service delivery challenges</li> </ul> <p><b>5. Stakeholder Management</b></p> <ul style="list-style-type: none"> <li>• Establishing a collaborative relationship within the JPC departments</li> <li>• Consulting internal and external stakeholders on ways to improve the delivery of services.</li> <li>• Communicating controversial, sensitive messages to internal/external stakeholders.</li> <li>• Interacting with various clients / stakeholders on a daily basis by understanding the CEO requirements, decision making structures and consultation forums accordingly.</li> <li>• Building long-term relationships with staff, residents and stakeholders to responds quickly to situations (including crises)</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Identifying, solving and monitoring unique issues or problems that have total organizational impact in consultation with the stakeholders;</li> <li>• Monitoring service providers to ensure that service delivery meets the standards set out in the Service Level Agreements and inspires them to improve service standards</li> </ul>	
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### **B.3 AUTHORITY OF THE POST**

This outlines the authority the job holder has to make decisions or to take independent action without reference to a superior. Limits of authority may also be included (e.g. not permitted to...)

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## SECTION C: JOB SPECIFICATION

Skills relevant to a job include education or experience, specialised training, personal characteristics or abilities

<b>C.1 ESSENTIAL REQUIREMENTS OF THE POST</b>	
State the minimum educational, qualifications and experience that are required to perform the job competently.	
Qualification	Bachelors or B-Tech degree in business related field or B Com degree or BA Accounting or Finance A post graduate qualification will be advantageous
Reasons for essential qualification	
Experience	3-5 years' experience in Local Government Strategic Management Experience Financial Management Experience Business Operations Experience Fair understanding of municipal performance management.  <b>Skills, Knowledge and Behaviour</b> <ul style="list-style-type: none"><li>• Computer Literacy</li><li>• Presentation skills</li><li>• Report Writing</li><li>• Verbal and written Communications skills</li><li>• People skills</li><li>• Implementation and Interpretation of policies and procedures</li><li>• Knowledge of Local Government</li><li>• Self-Management</li><li>• Planning and organising</li><li>• Project management principles</li><li>• Municipal systems Act, Municipal Finance Management Act, Treasury requirements, Auditor-General's requirements</li><li>• General management principles</li></ul>

<b>C.2 PREFERRED REQUIREMENTS OF THE POST</b>	
Qualification	Finance related post graduate qualification
Reasons for preferred qualification	
Experience	Strategic Management Experience Financial Management Experience Business Operations Experience Fair understanding of municipal performance management.

<b>C.3 PHYSICAL/MENTAL REQUIREMENTS OF THE POST</b> (Only where directly relevant to the performance of the job)	
1.	<ul style="list-style-type: none"> <li>ⓐ Excellent communication skills – (Oral, Written, Presentation)</li> <li>ⓑ Co-coordinating skills</li> <li>ⓒ Self – management</li> <li>ⓓ Attention to detail</li> <li>ⓔ Inter – personal skills to interact with people on various levels</li> <li>ⓕ Ability to manage and cope with pressure</li> <li>ⓖ Creative and logical thinking abilities</li> </ul>

<b>C.4 SPECIAL CONDITIONS ATTACHED TO THE POST (Specify)</b>	
1.	Confidentiality