



a world class African city

City of Joburg Property Company SOC Ltd.

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TERMS OF REFERENCE – ASSISTANT MANAGER STRATEGIC REPORTING

1. Institutional Capacity and Coordination

- Assist in responding to queries, which impact the JPC timeously in line with the shareholder compact agreement.
- Assist the manager with liaising with and compiling and verifying information required by external and internal stakeholders.
- Prioritising initiatives, providing guidance in terms of policies, methodologies. Processes standardisation and consolidated reporting.
- Assist in conceptualisation the value chain business processes for improvement of operations within the JPC.
- Assist the manager with putting in place systems and process for centralising data and knowledge management for real-time decision-making.
- Identify and address issues that impede project performance/deliveries.
- Oversee, manage and coordinate the reporting and monitoring component of performance management.
- Ensure effective reporting on progress against implementation of company business plan on quarterly basis.

2. Collaborating with external department in respect of business planning, performance monitoring and evaluation.

- Assist in identifying gaps picked in the performance monitoring and evaluation to lead the conceptualising and business planning by compiling and collating information positioning the Entity.
- Lead and coordinate the translation of CEO's imperatives into action plans and good practice.
- Align (influence) priorities and projects to support the implementation of JPC strategies Assist in identifying and analysing bottlenecks with existing processes implementation and make recommendation to the CEO.
- Assist to evaluate the implications of new policy regulations on systems. Procedures and budgets.
- Assist in coordinating of information as it relates to Exco/Board agenda items.
- Lead and coordinate the translation of CEO's initiatives into action plans and conceptualise the long-term effects of the desired outcomes of projects.

3. Planning and organizing



Non-Executive Directors: Moeketsi Rabodila (Chairperson)
Dina Maja Masilo, Jake Letsapa, Kuluwa Muthwa, Mapule Mngomezulu,
Pinkie Numa, Seipati Moichela, Slingsby Mda, Solomon Mngomezulu,
Thabo Macpascal Thulare, Tryphina Mopai, Xola Lingani

Executive Directors: Helen Botes (Chief Executive Officer)
Imraan Bhamjee (Chief Financial Officer)
Company Secretary: Sharon Ramoetlo
City of Joburg Property Company SOC Ltd.
Registration Number: 2000/017147/07



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- Defining objectives, developing comprehensive plans, developing scenarios on projects, integrating and coordinating activities, and assigning appropriate resources for successful implementation.
- Assist in planning, prioritising and organising information and resources effectively to ensure the quality of service delivery.
- Build efficient contingency plans to manage risk and adapt plans in light of changing circumstances.

4. Office/Project Management

- Assist the manager in initiating projects that lead to the achievement of long-term strategic objectives of the JPC.
- Coordinating broad stakeholder involvement with regards to organizational priorities, projects, etc.
- Assist in identifying and acting on opportunities to partner with other departments in the JPC/municipality to achieve desired results.
- Assist in contributing towards addressing the JPC service delivery challenges.

5. Stakeholder Management

- Assist in establishing a collaborative relationship within the JPC departments.
- Assist in consulting internal and external stakeholders on ways to improve the delivery of services.
- Assist in communicating controversial, sensitive messages to internal/external stakeholders.
- Assist in interacting with various clients / stakeholders on a daily basis by understanding the CEO requirements, decision-making structure and consultation forums accordingly.
- Building long-term relationships with staff, residents and stakeholders to respond quickly to situations (including crises).
- Identifying, solving and monitoring unique issues or problems that have total organisational impact in consultation with the stakeholders.



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