



City of Johannesburg Pikitup

Pikitup Head Office
Jorissen Place
66 Jorissen Street
Braamfontein
2001

Private Bag X74
Braamfontein
Johannesburg
2017

Tel+27(0) 11 712 5200
Fax +27(0) 11 712 5322
www.pikitup.co.za
www.joburg.org.za

VACANCY: EXECUTIVE MANAGER: BUSINESS SUSTAINABILITY

Date of the advert: 6 October 2024

Closing Date for applications: 18 October 2024

Position	: Executive Manager: Business Sustainability
Department	: Office of the Managing Director
Duration	: 12 Months Fixed Term Contract
Location	: Head Office
Level	: Task 23/ Level E5
Reporting to	: Managing Director
Reference No	: EMBS-02

The purpose of this role is to lead and direct the Business Sustainability function with the aim to maintain an impartial, accountable, transparent and efficient Strategic Support Service within the Office of the Managing Director. This role requires building and maintaining relationships with internal and external stakeholders to ensure the smooth flow of information and correspondence with relevant office.

The Executive Manager: Business Sustainability will be responsible for support services to the Managing Director, Executive Management and the Board in strategy formulation, business planning and reporting.

Key Responsibilities

Strategy and Business Planning

- ✓ Manage and oversee the development and implementation of Pikitup strategy and priority actions.
- ✓ Manage and oversee the development and implementation of the Strategic Plan and Annual Performance Plan.
- ✓ Drive the cross-functional team functions in the formulation of Pikitup strategy and annual business Plan.
- ✓ Coordinate, facilitate cross-functional teams to ensure the alignment of Pikitup strategic plan and annual business plan with the City of Johannesburg IDP, Strategic priorities, GDS 2040 and other programmes of the CoJ.
- ✓ Coordinate and facilitate the development of the Pikitup Annual Report and the publication thereof.
- ✓ Co-ordinate submissions on Portfolio of Evidence as well as the performance information Body of Knowledge.
- ✓ Identify, analyze and recommend major strategic opportunities to Management, including strategic partnerships.
- ✓ Ensure that the Pikitup strategies and annual business plan are translated into annual operational business plans for all Departments and that performance is monitored and reported on quarterly

and annually.

- ✓ Manage the development and collation of data and statistics for EXCO.
- ✓ Draw up and monitor achievement of strategic business plans ensuring that business planning of the department and organisation is aligned to its goals, objectives and business priorities.
- ✓ Analyse and recommend emerging industry trends, expansion opportunities, competitive threats, internal business performance, and business process improvement.
- ✓ Prepare monthly, and quarterly performance information reports to the EXCO and other relevant stakeholders.
- ✓ Support the business in developing smart performance targets in line with the strategy, the business plan and SDBIP (Service Delivery and Budget Implementation Plan), in order to develop and monitor the (Annual Performance Plan).
- ✓ Input into and comply with all CoJ strategic and business planning processes.
- ✓ Ensure the provisioning of strategic planning, research and policy implementation :
- ✓ Manage all research and policy development.
- ✓ Ensure analysis of service delivery gaps and challenges, define service delivery operational measures and targets, and implement remedial action strategies.
- ✓ Researching and disseminating knowledge resources to support informed decision making at Executive Management level.
- ✓ Resolve issues raised by internal and external audits.

Capital Infrastructure Planning & Implementation

- ✓ Provide leadership, overall management and assume accountability for infrastructure planning and development department
- ✓ Provide leadership and oversight with respect to the development, implementation and review of the organisation's Infrastructure Master Plan and feasibility studies to ensure long term sustainability and profitability.
- ✓ Evaluate and approve proposals for sustainability projects, whilst considering factors such as cost effectiveness, technical feasibility, and integration with other initiatives.
- ✓ Develop and monitor a project management process or methodology for Pikitup based on best practice and internal standards.
- ✓ Provide leadership and oversight with respect to the development, implementation and review of the organisation's environmental sustainability policies and plans including the climate change response strategy.
- ✓ Provide leadership and management support to the development teams
- ✓ Ensure that development projects are sufficiently resourced, both internally and externally
- ✓ Ensure implementation of monitoring and evaluation guidelines, protocols, information and reporting systems.

Research and Development

- ✓ Research, planning, and implementing new programmes and protocols into Pikitup and overseeing the

development of new services

- ✓ Investigate new and innovative technologies, processes and systems for business process and performance improvement, efficient execution of waste management services, and sustainable waste disposal and environmental management
- ✓ Working with academic partners, and institutions to leverage the potential of applicable research.
- ✓ Manage Pikitup research projects across all areas in line with the organisational strategy.
- ✓ Implement best practice methods through conducting research, assessment, monitoring, evaluating, development, and making the necessary recommendations.
- ✓ Oversee the development of research plans proposals, and terms of reference for Pikitup special projects.
- ✓ Ensure and compile quality research reports for submission to relevant stakeholders to inform key decision making.
- ✓ Develop and implement the research standard for the organisation.

Monitoring and Evaluation

- ✓ Develop strategy, monitoring and evaluation policies, frameworks and standard operating procedures.
- ✓ Identify and implement performance indicators to measure organisational performance toward strategic objectives
- ✓ Implement good practice monitoring and evaluation mechanisms by developing, updating, and implementing the Performance Information Policy that manages accurate and complete data collection on performance indicators.
- ✓ Provide guidance and monitor adherence to all applicable legislation, rules and policies.
- ✓ Address areas of risk and non-performance with Executive Management by meeting, presenting findings, prioritizing areas of risk, and motivating for an action plan to be developed
- ✓ Monitor that policies and resolutions of the Board are implemented effectively.
- ✓ Monitor, track and report on progress in implementing Annual Performance Plan and Operational Plan.
- ✓ Conduct quality assurance on organizational activities through an analysis of reports and supporting evidence.
- ✓ Ensure collection and validation of evidence against set key performance indicators.
- ✓ Ensure consolidation of information from various departments, for record keeping and monthly, quarterly and annual reporting in accordance with requirements.
- ✓ Implement and monitor remedial actions of findings as per Internal Audit and Auditor General.
- ✓ Monitor the implementation of strategic risk mitigation plans.

Communications and Marketing

- ✓ Develop and implement the Marketing and Communications policies and procedures by reviewing current policies and procedures
- ✓ Develop an annual communications and marketing strategy and plan
- ✓ Ensure that the media is engaged in a manner that reflects Pikitup and CoJ position and maintains the brand and reputation by defining the approved media strategy, agreeing on the media approach and structure, implementing media risk mitigation approaches, and receiving legal guidance to support media position as and when required.

- ✓ Manage the delivery of the marketing and communications strategy and plan by monitoring performance, addressing challenges, and implementing structures to resolve areas of concern on a monthly, quarterly, and annual basis.

People Management

- ✓ Build capacity within the team by developing skills and competencies, addressing development needs, and providing coaching and mentoring support on an ongoing basis
- ✓ Monitor, evaluate, and manage team performance by implementing the HR policy, applying performance processes
- ✓ Build a cohesive, high-performing team through motivating, guiding, coaching, mentoring, and leading in a fair and consistent manner to deliver on organizational performance and strategic requirements.
- ✓ Lead the implementation of talent acquisition, succession planning, development, and retention strategies for the department.
- ✓ Determine performance standards for subordinates and manage the performance evaluation process including the establishment of training needs, the monitoring of improvements/deterioration and the implementation of appropriate actions to reward or improve behaviour.

Stakeholder Management

- ✓ Ensure representation in all relevant forums and meetings to ensure effective integration and interaction.
- ✓ Ensure stakeholder and partner relationship management across government, academia, business and other stakeholders.
- ✓ Facilitate, report on and ensure effective communication and feedback channels with all relevant stakeholders.
- ✓ Support the collaborative work done with government partner departments and other associated bodies.

Minimum Requirements

Minimum Qualifications

- ✓ Honours degree in Business Management or equivalent relevant qualification.
- ✓ Qualification in Municipal Financial Management Act (MFMA), candidates who do not possess this qualification will be required to acquire it within 18 months from date of appointment.

Minimum Experience

- ✓ 10 years' relevant experience
- ✓ 5 years' senior management experience
- ✓ In depth understanding of operations
- ✓ Experience in the senior management of large core service of a City or large municipality is preferable.
- ✓ Understanding project management.

Preferences/Advantages

- ✓ Masters degree will be an added advantage.

Knowledge

- ✓ Understanding Municipal Finance Management Act (MFMA) and related regulations.
- ✓ Knowledge of Treasury Regulations and Public service Regulations.
- ✓ Knowledge of industry standards, best practice and trends in the discipline.

Skills

- ✓ Strong communication and diplomacy skills.
- ✓ Influence and collaborative skills.

Behaviours

- ✓ Integrity.
- ✓ Data analysis.
- ✓ Analysis and problem solving.
- ✓ Judgment and decision-making.
- ✓ Strategic thinking.
- ✓ Building a vision.
- ✓ Influencing others.
- ✓ Networking.
- ✓ Organising and prioritizing.
- ✓ Impact.
- ✓ Proactive communication.
- ✓ Developing Relationships.
- ✓ Project management Application hosting management and support management.

The list of tasks/duties and responsibilities contained in this document is not necessarily exhaustive, and the employer is entitled to instruct the employee to carry out additional duties or responsibilities, which may fall reasonably within the ambit of the job description, or in accordance with operational requirements.

Interested applicants must complete an application form and submit a comprehensive CV together with certified copies of qualifications and identity document to embspik@mjvrecruitment.co.za by no later than **18 October 2024**. No late applications will be considered. Please ensure that the correct position reference number is inserted in the subject line of the email. For enquiries contact **Lindsay Masimbe – Tel: 011 410 9477**

- Please quote the above position name and the reference number on all correspondence relating to this advert.
- Pikitup reserves the right not to fill any vacancies.
- Correspondence will only be entered into with shortlisted applicants. Should you not hear from us within **six weeks** after closing date of the advert please consider your application unsuccessful.
- By submitting your application for a position at Pikitup, you are consenting that the personal information submitted as part of your application may be used for the purposes of Recruitment and Selection and related processes.

PIKITUP IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO EMPLOYMENT EQUITY PRINCIPLES AND REDRESSING THE IMBALANCES OF THE PAST. APPLICATIONS ARE WELCOME FROM ALL DESIGNATED GROUPS (AFRICAN, COLOURED AND INDIAN MALES, ALL FEMALES & PERSONS WITH DISABILITIES).