



City of Johannesburg Pikitup

Pikitup Head Office
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VACANCY: MANAGER: ORGANISATIONAL PERFORMANCE, MONITORING & EVALUATION

Date of the advert: 06 October 2024

Closing Date for application: 18 October 2024

Department : Business Sustainability
Post Title : Manager: Organisational Performance, Monitoring and Evaluation
Location : Head Office
Level : Task level 16 / Grade D3
Reporting to : General Manager: Business Strategy, Planning, Monitoring and evaluation
Ref No : MOPME: 011

The purpose

To contribute in shaping the company's overall business strategy and business plan review and development, organisational performance, monitoring and evaluation and reporting. The manager will assess, monitor, evaluate, report and review the company's performance. To conduct research and data analysis to inform organisational performance, monitoring and evaluation and reporting. The Manager is responsible for the interface with all organisational performance management and reporting with the CoJ and other spheres of Government. This includes quarterly and annual organisational performance reporting and review. The Manager is also responsible for the design and development of an organisational system for the setting of organisational performance and reporting, setting performance targets, managing the performance delivery of the direct reports and monitoring performance of the organisation. The Manager is also responsible for overall Pikitup reporting to all stakeholders.

Key Responsibilities

- ✓ Inputs into and complies with all CoJ strategic and business planning processes.
- ✓ Conduct research and development functions to improve organisational performance and service delivery.
- ✓ Prepares and presents business plan to statutory bodies.
- ✓ Review and implements an organisational performance management system to track Pikitup's performance.
- ✓ Conducts organisational reviews to identify strengths and weaknesses and to evaluate operational effectiveness.
- ✓ Assesses the company's operational and strategic performance.
- ✓ Makes recommendations based on emerging trends, expansion opportunities, competitive threats, viability of outside business partners, and internal business process improvement.
- ✓ Review quarterly reports for all governance structures; and
- ✓ Review the reported departmental performance.

- ✓ Assist in shaping Pikitup operations to realise the vision and strategic direction of a transformed waste management company in line with the City of Johannesburg (CoJ) GDS 2040 goals.
- ✓ Assist in exploring strategic business opportunities, strategic partnerships, RFIs and RFPs to attract investment and value to the organization.
- ✓ Ensures that all service delivery agreements are clearly defined, understood and monitors the performance for them to be met.
- ✓ Project manage all initiatives and programs within the unit and ensure on-time and on-budget delivery; and
- ✓ Participate in management structures, CoJ structures, Pikitup Board Committees where required.

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.

Minimum Requirements

Minimum Qualifications

- ✓ A Bachelor's degree in Business Science, Business Administration or Economics / Public Administration.

Minimum Experience

- ✓ A minimum of 5 years' experience in a strategy management planning and reporting.
- ✓ An in depth understanding of the City of Johannesburg and Pikitup's mandate.

Preferences/Advantages

- ✓ A postgraduate qualification in a related field.
- ✓ 6 years' experience in strategy management, business planning and reporting.
- ✓ Experience working in a public service or local government environment.

Required Competencies

Knowledge

- ✓ Business strategy formulation & implementation
- ✓ Strategic Plan review, formulation and implementation
- ✓ Performance monitoring and evaluation
- ✓ Organisational performance reporting and presentation
- ✓ Quality assurance
- ✓ Research and development
- ✓ Knowledge of the South African Auditing Standards
- ✓ Knowledge of Treasury Regulations and Public Service Regulations

Skills

- ✓ Strong communication and diplomacy skills
- ✓ Analysis and problem solving
- ✓ Strategy formulation and implementation;
- ✓ Business plan formulation & implementation
- ✓ Report writing skills
- ✓ Human Resource Management skills including performance management
- ✓ Conflict Management including negotiation and mediation
- ✓ Influencing and collaborative skills

- ✓ Effective verbal and written presentation at all levels
- ✓ Report Writing
- ✓ Computer skills including MS Word suite
- ✓ Change Management
- ✓ Project Management
- ✓ Basic Finance and Budgeting .

Behaviours

- ✓ Integrity and Honesty
- ✓ Strategic thinking
- ✓ Organising & prioritising
- ✓ Judgement and decision making
- ✓ Building a vision
- ✓ Relating and Networking
- ✓ Adapting and responding to change
- ✓ Developing relationships
- ✓ Dynamic and Influential

Interested applicants must complete an application form and submit a comprehensive CV together with certified copies of qualifications and identity document to mopmepik@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 email. For enquiries contact **Lindsay Masimbe – Tel: 011 410 9477**

- Please quote the above position name on all correspondence relating to this circular/ 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 the 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 process.

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