

## **GM: AGENCY CONTRACTS AND PROJECTS DELIVERY**

An exciting opportunity exists for a General Manager: Agency Contracts and Projects Delivery in the Brand and Marketing Business Unit at South African Tourism's Head office in Sandton. This position reports to the Chief Marketing Officer. If you possess the required skills, experience and are an energetic team player interested in joining a dynamic organisation committed to developing a better South Africa, we invite you to apply.

### **PURPOSE OF THIS POSITION**

The Agency and Media Contract Manager is directly responsible and accountable to the Board of South African Tourism for the management and implementation of all projects contained within SA Tourism's biggest and most strategic contract, global advertising and the coordination of in-country agency contracts.

### **KEY OUTPUTS**

- Collate the Scope of Work from across the entire SA Tourism organization and develop Scope of Work Deliverables for each of the agency contracts - SA based and in-market, eliminating duplication and leveraging efficiencies and expertise across the network of agencies
- Develop, agree and obtain EXCO approval for the Service Level Agreements for each agency
- Develop clear Ways of Working inter-departmentally within SA Tourism and externally with each agency and across agencies - SA based and globally
- Working with the relevant governance structures of SA Tourism, develop the commercial agreements with each agency and obtain EXCO and board approval.
- Remain the point of contact for all agency related contract queries
- Build and maintain relationships with the relevant agencies contracted to SAT
- Resolve complex agencies queries timeously
- Manage and oversee organisation's agency budget and spend  
Efficient management of agency contracts for organization globally
- Plan, develop and drive a clear project scope that ensures understanding of projects boundaries
- Identify and document expectations and requirements, ensuring that business case and scope for each project is agreed, documented and approved
- Identify, manage and facilitate the availability of relevant capabilities and capacity for projects, ensuring specified delivery
- Identify and manage project interfaces and interdependencies within and across Business Units
- Align and ensure effective management of performance and budget goals, while ensuring overall control of project management costs.
- Provide monitoring, procurement, reporting and project management expertise within the Business Unit

- Develop and be responsible for implementing and managing agency routines
  - Weekly administrative and commercial meetings
  - Weekly Creative Council (Creative, Media, Digital, Brand PR, Corporate PR, B2B)
  - Monthly Reviews and Recon meetings and Reporting for audit purposes
  - Quarterly Reviews
  - Annual Performance Reviews
  - PFMA compliance reviews
- Manage the Annual Business Planning process from a Marketing perspective, including 360-degree stakeholder consultations
- Develop Service Level Agreements with all internal and external stakeholders of SA Tourism
- Manage the Annual Agency Briefing process
- Deliver the Annual Marketing Body of Work no later than January 31 of each year

#### **QUALIFICATIONS AND EXPERIENCE**

- Minimum Bachelor's Degree in Project Management/PR/Marketing/Journalism/Tourism Management or equivalent work experience Minimum 5 years working experience in advertising, agency management at a contract-owner level.
- Experience in strategy development and implementation.
- Sound experience in budgeting and budget reporting
- Agency experience, preferably in Traffic Department

#### **KNOWLEDGE AND UNDERSTANDING OF**

- The PFMA and regulations, and other relevant legislation - e.g. the National Strategic Intelligence Act; the National Archives of South Africa Act; the Promotion of Access to Information Act.
- Government priorities and imperatives.
- Performance monitoring, evaluation and reporting frameworks, systems and processes.
- Communications and information management legislative requirements.
- Relevant legislation and regulatory requirements namely PFMA, Treasury Regulations and Frameworks on performance information and strategic plans
- All Public Service systems.

Visit us @ [www.southafrica.net](http://www.southafrica.net)

---

Detailed CV to be sent to : [brandmarketing@southafrica.net](mailto:brandmarketing@southafrica.net)  
Closing date : 23 October 2019

Should you have not heard from us within two weeks after the closing date,  
kindly consider your application unsuccessful.  
No late applications will be accepted.