

MANAGER: OFFICE OF THE CEO

Do you do Tourism? Are you passionate about South Africa? If yes, a vacancy exists where SA Tourism is searching for a **Manager: Office of the CEO**. The incumbent will oversee multiple aspects of the business to ensure alignment and effective implementation of strategic plans.

If you possess the required skills and relevant experience, we invite you to apply.

PROFESSIONAL BACKGROUND

The Manager: Office of the CEO role is a position that comes highly regarded and is designed for an individual who has experience working in a variety of roles within a business and has a history providing strategic support at a senior level within an organisation.

MAIN RESPONSIBILITIES

- Provide strategic advisory services and support to the CEO
- Ensure alignment with government priorities
- Support the CEO with planning and execution
- Coordinate weekly, monthly, quarterly and annual reporting responsibilities of the Office of the CEO
- Project manage CEO's strategic initiatives and manage the deliverables on the CEO's calendar and annual plans
- Manage CEO's communication and act as an escalation point for all matters brought to the Office of the CEO
- Ensure all Office of the CEO presentations are at the strategic level and in accordance with the appropriate standard
- Business planning and financial administration of the Office of the CEO
- Effectively communicate the businesses strategic objectives with senior management to drive the business forward, a great opportunity to display both people and intellectual leadership
- Interface with the CEO's direct reports to understand the operating environment and assess to prioritise focus areas
- Advise the CEO on the entity's strategic direction, business and financial performance, and governance and operational risk matters that may impact the organisation
- Ensure that policy or strategy decisions taken by the CEO are communicated to the correct audience in a timely manner and implemented
- Participate in meetings with SA Tourism EXCO and the Board and coordinate the quarterly EXCO planning process (objectives and key results)
- Provide content support to the CEO regarding meetings, matters from the National Department of Tourism, Parliamentary and other key stakeholders
- Provide intellectual leadership in strategy and policy discussions
- Manage knowledge information appropriately so that it is easily available for other staff

QUALIFICATIONS AND EXPERIENCE

- A Bachelor's degree in Business Management and between 5 and 8 years of experience in Business Management/Project Management or related field
- A post graduate qualification will be an added advantage
- A record of success in developing business plans and procedures
- Excellent organisational skills
- Outstanding written and oral communication skills
- Sound people management skills and experience
- Sound understanding of the tourism industry will be an added advantage
- The ability to execute projects per project management methodology
- Proven track record of performing within a diverse and dynamic internal and external environment and diverse teams

Visit us @ www.southafrica.net

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| Enquiries | : | lerato@southafrica.net |
| Detailed CV and cover letter to be sent to | : | hr@southafrica.net |
| Closing date | : | 13 March 2020 |

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.