

HEAD: STRATEGIC PLANNING, EVALUATION & PROGRAMME MANAGEMENT

FIXED TERM CONTRACT :12-24 MONTHS

Do you do Tourism? Are you passionate about South Africa? If yes, a vacancy exists, South African Tourism (SAT) is searching for a results driven, credible individual with strong interpersonal and influencing skills, strong business acumen and creative flair to join our dynamic organisation as **Head: Strategic Planning, Evaluation & Programme Management**.

MAIN RESPONSIBILITIES:

Strategic Planning and Annual Performance Planning

- Lead and manage the development of SAT's strategic, annual performance and operational plans in line with relevant legislation.
- Write up the strategic, annual performance and operational plans in line with the prescribed frameworks.
- Deliver complete reports that can be submitted to the Board and Minister of Tourism by prescribed deadline.
- Develop an enterprise wide business scorecard with KPIs and performance standards to guide organisational performance.
- Facilitate and coordinate the cascading of organisational KPIs to EXCO.
- Ensure alignment of policy and strategy development for business specific strategies.

Organisational Performance Monitoring and Reporting

- Managing the organisation's performance in line with the PFMA of 1999 and other relevant legislation.
- Lead and manage the compilation of quarterly programme performance reports as a mechanism for measuring delivery of the organisation's strategic objectives
- Providing the Management Committee (Manco) and Executive Management Committee (EXCO) with an analysis of organisational performance monthly and on a quarterly basis and make recommendations for corrective measures, where necessary.
- Facilitate and coordinate the compilation of quarterly reports for timeous submission to the Minister and Parliament.
- Lead and manage the development and production of the annual reports for timeous submission to Parliament.
- Manage and enhance SAT's Performance Monitoring and Evaluation system.

Enterprise Wide Project Management

- Lead and manage the development of the enterprise wide project management framework.
- Ensure proper coordination and integration of programmes and projects across the organisation.
- Oversee the functioning of the Enterprise Project Management function across the organisation.

Stakeholder Strategy Alignment and Reporting

- Engage with internal and external stakeholders to socialise the strategy, ensure alignment and support.
- Interface with business units to understand strategic and functional business needs, and monitor and measure the services provided by the Organisational Performance Planning and Reporting function.
- Prepare monthly reports and make presentations as required.

QUALIFICATIONS AND EXPERIENCE

- An undergraduate (NQF level 8 or equivalent, i.e. National Diploma/B. Tech) in Social Sciences or Business Administration or Operations Management or related field.
- A post graduate qualification in Social Sciences or Business Administration or Operations Management a related and/or relevant field will be an added advantage.
- Minimum of 5 years working experience at a Senior Management level within an Operations Management or Research related environment.
- Minimum of 5 years' experience in Strategic planning and reporting.
- Project Management experience.
- People and resources management experience.

Visit us @ www.southafrica.net

Detailed CV to be sent to : hr@southafrica.net
Closing date : 9 July 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.**