



Inspiring new ways

ORGANISATIONAL PERFORMANCE PLANNING AND REPORTING SPECIALIST

Fixed Term Contract: 6 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 **Organisational Performance Planning and Reporting Specialist**.

Purpose of the Role

To manage the South African Tourism Performance Information System and all performance information reports from business units as well as individual employees as per the statutory requirements of the PFMA and National Treasury.

MAIN RESPONSIBILITIES:

Strategic Planning

- Support development of a corporate-wide 5-year Strategic Plan in line with the National Treasury Framework for Strategic and Annual Performance Plans;
- Support development of a corporate-wide Annual Performance Plan (APP) in line with the National Treasury Framework for Strategic and Annual Performance Plans;
- Support coordination of Business Planning and operationalisation of Business Plans;
- Support development of a customised framework for planning, monitoring and reporting;
- Support development of a business scorecard with high-level KPIs and performance standards (on A3);
- Provide technical support towards cascading of KPIs from Strategic Plan and APP to Individual Performance Contracts of EXCO.

Manage and support business intelligence reporting

- Develop a customised framework for annual reporting in line with Nationally Treasury Regulations;

- Project manage the development of the Annual Report;
- Develop templates for quarterly and annual reporting in line with National Treasury requirements;
- Manage the consolidation of organisational requirements for business intelligence reporting;
- Compile quarterly reports in line with statutory requirements;
- Ensure good practice regarding business reporting;
- Support stakeholders with handling, processing or receiving reports to identify gaps and areas for performance improvement;
- Manage the collection and interpretation of data from various internal and external sources, data analysis and report compilation;
- Manage business intelligence and organisational report development;
- Educate and provide information to employees on formats to provide reports and properly utilise reporting data.

Manage organisation performance metrics

- Propose and develop appropriate metrics to enhance performance efficiency reporting as the business needs change;
- Interpret the performance metrics for SA Tourism;
- Create deliverable templates and prepare written materials for SA Tourism (including but not limited to: APP, Parliamentary and Portfolio and all legislated committee reports);
- Work closely with financial and business analysts to develop and support reporting solutions;
- Integrate competitive reporting when required;
- Maintain the business performance data for SA Tourism.

Organisational Performance Monitoring

- Support the development of the Strategy Implementation Plan;
- Track progress of the Strategy Implementation Plans on a quarterly basis;
- Explore and collaborate with BIS in the development of the Strategy Implementation Plan Monitoring Tools;
- Prepare an Analysis Report for the quarterly monitoring review sessions;
- Set up the monitoring sessions and perform secretariat duties.

Stakeholder Engagement and Communication

- Establish and maintain relationships with key stakeholders to promote the South African brand through collaboration and partnerships with business heads, trade and broader industry/sector players, and the world;
- 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.

Participate in the implementation of special projects

- Operate within delegated authorisations;
- Adhere at all times to the values of the SA Tourism;
- Prepare monthly reports and make presentations as required;
- Actively participate in management meetings, committees and relevant governance structures;
- Positively support the implementation of all management decisions.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree or equivalent in Risk Management/Financial/ Business Administration or related qualification;
- Qualification in Business Management or Commerce;
- Relevant degree or post graduate degree;
- Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the PFMA and Treasury Regulations, the Public Service Act, the Labour Relations Act;
- Knowledge of statutory and legislative reporting requirements;
- Government priorities and imperatives;
- Legislation and regulations that govern the Public Service e.g. the Public Service Act;
- 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;
- Performance monitoring, evaluation and reporting frameworks, systems and processes;
- Relevant legislation and regulatory requirements namely PFMA, Treasury Regulations and Frameworks on performance information and strategic plans;
- King 3 principles;
- Communications and information management legislative requirements;
- All Public Service systems;
- 6 - 8 years' collective experience of which 3 years should be at a management level.

Visit us @ www.southafrica.net

Detailed CV to be sent to : hr@southafrica.net
Closing date : 15 January 2021

**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.**