

MANAGER: STRATEGIC SUPPORT TO CEO /CHIEF OF STAFF

We are seeking an exceptional leader to serve as our Chief of Staff, providing strategic guidance and operational expertise to drive our organisation's success. Reporting directly to our CEO, the Chief of Staff will play a critical role in shaping our strategic agenda, fostering collaboration across teams, and ensuring seamless execution of key strategic initiatives. If you are a seasoned professional with a unique blend of strategic acumen, operational expertise, and interpersonal savvy, we invite you to apply for this exciting opportunity to join our leadership team.

PROFESSIONAL BACKGROUND

The Manager: Strategic Support for 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 Office of the CEO
- To 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
- Act as a primary liaison with Parliament, Ministry of Tourism, Office of the Director-General of the National Department of Tourism and SA Tourism Executive Team
- 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
- Assist the CEO with work planning and prioritising
- Act as an escalation point for all matters brought to the CEO
- Strategically manage all CEO projects as and when required

- 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 8 and 10 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 and supporting a senior executive

Visit us @ www.southafrica.net

Enquiries :
Detailed CV and cover letter to be sent to : hr@southafrica.net
Closing date : 28 February 2025

Important note:

People with disabilities are encouraged to apply. Due to a large amount of correspondence, we envisage receiving, only shortlisted candidates will be contacted. Should you have not heard from us Four weeks after the closing date, kindly consider your application unsuccessful. No late applications will be accepted.