



**sanedi**

South African National Energy  
Development Institute

ENERGY INNOVATION FOR LIFE

SANEDI, PO Box 9935, Sandton, 2146

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## JOB REQUIREMENTS

**Position:** Manager in the Office of the CEO

**Programme:** Administration

**Division:** Office of the CEO

**Location:** SANDTON

**Duration:** Permanent

### Purpose

- The purpose of this position is to ensure the smooth running of the CEO's office operations including strategic documents; to provide executive assistance to the CEO in an effective and efficient manner. The Manager in the Office of the CEO will act as the CEO's first point of contact with people from both inside and outside the organisation, is key personnel in the company as he/she will end up being the CEO's representative and point of contact with the organisation's divisions, partners, and stakeholders.

### Qualifications and Education Certification

- BSc/BEng/BTech degree in Engineering
- Registration with Engineering Council of South Africa
- Qualifications (Advantageous) Post graduate qualification in Business Administration or Leadership or Technology Management or Engineering Management
- Work experience (Minimum) 5-10 years' experience in an executive office management environment.
- Technical assurance and governance of projects
- Understanding of research governance and experience in doing research
- Understanding of protocol matters with regard to government, parliament, and other key stakeholders
- Research organisation or University research experience.

## Knowledge

- Knowledge of Operational Systems.
- Organisational processes and policies.
- Administrative and document management systems.
- Understanding of project management and communications environment.
- Business performance measurement (strategic, operational, and financial)
- Budgeting
- Understanding of protocol matters with regard to government, parliament, and other key stakeholders
- In-depth understanding of technical assurance and governance processes
- In-depth understanding of strategic planning
- n-depth understanding of project life cycle
- Advanced skills in MS office (Word, PowerPoint, Excel, Project Office, Visio, Teams)

## Attributes

- Leadership
- Meticulous
- Honesty and Integrity
- Discretion
- Big picture thinking with appreciation for detail
- Team player
- Attention to detail/Accuracy
- Excellent business writing, technical writing and correspondence
- Excellent planning and organising skills
- Judgement/discernment
- Competent ability in knowledge management
- Organisational / business awareness
- Advanced working on the organisation's database and document management systems.
- Strategic thinker
- Professionalism

## Skills and competencies

- Resilience

- Communication Skills
- Interpersonal relationship skills
- Problem Solving skills
- Report writing
- Statistics and analytical skills
- Financial management skills
- Computer skills

## ▪ **RESPONSIBILITIES**

### **Strategic Management.**

- Participate in the development and implementation of SANEDI's business strategy by contributing input into the overall conceptualisation and development of SANEDI's business strategy.
- Provide strategic and Executive support to the CEO, strategic and efficient administrative support to all strategic documents.
- Provide administrative support to the CEO to maintain professionalism and image of the CEO's office

### **Technical Management**

- Contribute input into the overall conceptualisation and development of SANEDI's technical operating model strategy.
- Review technical reports before being signed-off by the CEO.
- Assist the CEO and direct reports in writing technical reports and briefing notes.
- Assist the CEO and direct reports to review basic energy modelling and data.
- Assist the CEO to prepare technical presentations.
- Assist the CEO to review basic design calculations, techno-economic analysis and technical risks assessments before sign-off.
- Do literature survey and reviews to assist the CEO.
- Provide engineering support services to support the Chief Executive Officer (CEO)
- Develop and maintain engineering support strategies, services and controls necessary to enhance the effectiveness and efficiency of the Office of the CEO

- Scanning and interpreting the international and local energy business environment to ensure that SANEDI CEO has access to engineering business best practices.
- Assist the CEO to influence technical governance at SANEDI.
- Assist the CEO in identifying and applying research support practice, suitable methodology and processes which are aligned with global standards to ensure repeatable and consistent delivery of energy research solutions.
- Assist the CEO in establishing and maintaining relationship with other organisations to benchmark SANEDI practices and organisational maturity.
- Assist the CEO to continually build technical relationships with key stakeholders at Strategic Executive and other levels, and comparable organisations.
- Assist the CEO to manage SHEQ compliance across the organisation.
- Assist the CEO in developing and establishing Technical Governance Framework for SANEDI
- Assist the CEO in managing the interns and ensuring they follow a set programme in line with their professional registration bodies.

#### **Stakeholder Management**

- Consistently researches and analyses trends and facilitate the implementation thereof after approval
- Participate in the development and implementation of SANEDI's business strategy by contributing input into the overall conceptualisation and development of SANEDI's business strategy.
- Assist the CEO to coordinate and collaborate in Public Relations, Stakeholder management and Influence and assist to create an external environment conducive to the organisation being able to function in terms of political, media and stakeholder buy-in.

#### **Operations Management**

- Assist with Organisational Management and Governance to create an internal environment conducive to the organisation being able to function in terms of human and financial resources, internal climate, and culture.
- Provide technical support to CEO's direct reports.
- Assist the CEO to create the optimal working environment in the activation of strategy to be more effective in achieving the SANEDI mandate
- Provide input to the organisation's strategic risk register

- Assist the CEO to identify and review potential risks within the organisation and develop corrective measures to mitigate them.

### **Financial Management**

- Develop and manage the CEO's budget (including the use of outsourced and contracted services), in line with the office of the CEO.
- Manage and undertake specific administrative tasks on work programs, projects and research as determined by the CEO
- Prepare forecasts based on trends to ensure that SANEDI achieves its set targets and to implement corrective measures should risks be identified (Short and Long Term)
- Assist the CEO to develop sound funding business case scenarios to DMRE and National Treasury to ensure the availability of resources to SANEDI.
- Assist the CEO to formulate Strategic Objectives and Target Settings

### **Stakeholder Management**

- Identify, build and nurture trust and collaborative relationships with internal and external stakeholders.
- Assist the CEO in drafting technical briefing notes for the attention of the Board, DMRE, DSI and Ministry of Electricity on Energy matters.
- Lead research conversations within SANEDI .
- Interact closely with the Executive management, Board and its sub-committees other stakeholders in maintaining positive relationships for the organisation.
- Assist the CEO to develop and implement a high performance culture through the implementation of effective and efficient research management practices

### **Quality Management**

- Ensure alignment of research work processes to the required quality standards.
- Proactively identify continuous improvement strategies.
- Monitor agreed quality initiatives ensuring that they are aligned to business processes and delivered as agreed.

## **People Management**

- Oversee the preparation of the Office of the CEO's performance contracts, and bi-annual performance reviews in line with the HR Guidelines.
- Assist the CEO during reviews for direct reports twice a year.
- Define and drive performance within the Office of the CEO.
- Initiate change initiatives required to enhance the CEO effectiveness.
- Assist the CEO in overseeing the implementation of succession planning and talent management within the office of the CEO
- Create a supportive learning environment.
- Assist the CEO in ensure general discipline and compliance in the areas of responsibility and ensure tracking of corrective actions.
- Assist the CEO in monitoring staff morale and keep track of any issues of concern.
- Inspire and motivate staff.

The closing date for this position is: **25 August 2023**

Please email a detailed CV to: [Manager@senedi.org.za](mailto:Manager@senedi.org.za)

**Should you not hear from SANEDI within 30 days after closing of this advert, please consider your application unsuccessful.**