



The Universal Service and Access Agency of South Africa (USAASA) was established in terms of the Electronic Communications Act, Act 36 of 2005. The Agency's vision is Universal Access and Service to ICT for All. The Agency is based in Midrand, Vorna Valley.

Suitably qualified individuals are encouraged to apply for the following position:

Executive Manager: Performance Management
Salary: From R1 068 564.00 – R1 277 610.22 (Ref: 2016/06)
(5-Year contract)

The Executive Manager: Performance Management reports to the Chief Executive Officer (CEO). The purpose of the job is to assist the CEO in driving the implementation of the USAF and USAASA corporate strategy.

Key Performance Areas:

Business strategy: • Support the compilation of a 5-year strategy and annual performance plans (APP) in compliance with the National Treasury guidelines • Support the business in developing smart performance targets in alignment with the strategy, APP and operational plans and allocate executive accountability accordingly by agreed deadlines.

Performance monitoring & evaluation: • Identify performance indicators that will measure organisational performance towards achieving strategic objectives • Implement good practice performance monitoring and evaluation mechanisms • Develop an approved annual performance reporting framework and schedule by the Board as per the National Treasury guidelines • Report on performance indicator findings as per National Treasury guidelines, highlighting areas of excellence, non-performance and risk on a quarterly basis • Address areas of risk and non-performance with relevant executive managers and the CEO • Compile USAF and USAASA annual performance reports in line with National Treasury guidelines and by the defined deadlines.

Policy Compliance: • Ensure that policies and procedures in the organisation govern all strategic and operational priorities • Ensure that policies and procedures are approved by the Board.

Staff Management: • Build capacity within the team through developing competencies and providing coaching and mentoring support on an on-going • Monitor, evaluate and manage the team performance through implementing HR policies and procedures.

Minimum Requirements:

Degree in Commerce and / or Public Administration with specialization in Monitoring and Evaluation; A relevant post graduate degree will be an advantage; 10 years Monitoring and Evaluation experience; 5 years Public Sector experience, monitoring and evaluation and Senior Management experience; 2 years' experience dealing with Board Committee and Cabinet experience.

Competencies:

Strategy • Leadership • knowledge of relevant policy • business performance measurement skills • problem solving • analytical skills • proven track record in generating performance reports • negotiation • presentation • facilitation • organizing • communication • knowledge of related legislation, regulations and policies • innovation • interpersonal skills • results orientation • ability to work under pressure • monitoring and evaluation skills • budgeting • project management.

Enquiries: Tshepiso Motlhabi (Recruitment & Selection), Tel. (011 564 1600)

Please forward your applications, CV and certified copies of your qualifications (with two recent referees) to recruitment@usaasa.org.za or Fax to **0865711291** or hand deliver to Building 1, Thornhill Office Park, 94 Bekker Road Street, Vorna Valley, Midrand, 1685.

Closing Date: 03 January 2017

Note:

Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, kindly regard your application as unsuccessful;

Shortlisted candidates must be prepared to undergo competency assessments and give consent to security clearance;

The appointment is subject to signing of a performance contract, confidentiality form, declaration of interests and full disclosure; and

Late and incomplete applications will not be considered.

USAASA is an equal employment employer, supportive of the objectives of the Employment Equity Act, and encourages qualifying designated candidates to apply.