



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: Operations

Salary: From R1 068 564.00 – R1 277 610.22 (Ref: 2017/01)

(5-Year contract)

The Executive Manager: Operations reports to the Chief Executive Officer. The main purpose of the job is to develop and oversee the implementation of the USAASA mandate and operational strategy.

Key Performance Areas:

- **Business strategy:** * Participate in developing the USAASA and USAF Strategy * Communicate the APP and business plans with all relevant employees and stakeholders. * Develop and gain approval of the departmental strategy aligned plans * Oversee the departmental resources to deliver the departmental plans * Oversee research and policy development * Resolve challenges hindering or threatening the successful achievement of the departmental plans
- **Implementation management:** * Oversee the development of and maintenance of the MTEF (Master Plan) * Oversee that the Master Plan is aligned with the departmental and area project plans * Oversee that project implementation supports the delivery of project planning * Oversee that project challenges are addressed and managed so that projects are delivered on time and to budget * Oversee that service provider contracts are managed effectively * Oversee that projects are effectively implemented against contract and deliverables and that stakeholder engagement is conducted * Prepare and submit consolidated narrative and financial progress reports of all projects

- **Research and Policy Management:** * Oversee that research collected and conducted meets the required standards, provides required insights and is according to the approved plan
- **Budgeting:** * Prepare MTEF inputs for operational and project planning and implementation * Maximise spend efficiencies
- **Staff Management:** • Build capacity within the team through developing competencies and providing coaching and mentoring support * Monitor, evaluate and manage the team performance through implementing HR policies, implementing performance management processes as and when required, instituting compliant disciplinary action within the approved policy and on an ongoing basis.

Minimum Requirements:

* Bachelor of Science Degree (preferably light current) or relevant equivalent qualification. * A relevant post graduate degree would be advantageous. * 8 years' management experience with 5 years' senior management experience in a similar environment * 5 years' technical project management. * Knowledge of Public Finance Management Act.

Competencies:

* Financial management * Contract management * Policy development * Research methodology * Stakeholder/Partnership management * Talent management * Broadband access network * Broadband core infrastructure * Risk management * Analytical ability * Attention to detail * Conflict handling * Resilience * Team work

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: 22 May 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.