



The Universal Service and Access Agency of South Africa (USAASA) is established in terms of the Electronic Communications Act 36 of 2005. USAASA is an equal employment employer, supportive of the objectives of the Employment Equity Act, and encourages suitably qualified individuals from all groups including special designated groups to apply for the following positions:

Temporary Manager: Office of the CEO

Salary from: R612 822.00 – R721 878.00 per annum

Duration: 3 (Three) Months

Key Purpose:

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Key Performance Areas: • Strategic support • Operational Management • Management of the Human Resource Management in the office of the CEO • Management of the Executive and Management Committees, including provisioning of secretariat support to the said committees/structures when required • support the CEO's operational deliverables by: facilitating the drafting of relevant Executive management and Board submissions, participating in Executive Committee meetings • Facilitate and/or ensure submission and matters arising out of Executive Committee meetings are attended to by the Executive Management within set deadlines • facilitate and/or ensure submission and matters arising out of Board meetings relating to the CEO or Office of the CEO are dealt with within set deadlines • Assist the CEO by monitoring and ensuring compliance with and implementation of decisions taken with internal and external stakeholders; and • Monitor and manage activities driven through the Office of the CEO.

Minimum Requirements:

A tertiary qualification – Law, Public Administration, Business Management or relevant.

7 years' project management experience.

5 years' management experience in public administration.

Knowledge of PFMA, Treasury Regulations and relevant prescripts.

Exposure in an ICT environment and knowledge of the Electronic Communications Act will be an added advantage.

Application:

Application letters should be accompanied by a comprehensive curriculum vita, certified copies of qualifications and identity documentation, and be forwarded for the attention of Ms. Tshepiso Motlhabi to **recruitment@usaasa.org.za** or hand delivered to Building 1, Thornhill Office Park, 94 Bekker Street, Vorna Valley, Midrand, 1685.

Closing Date:

02 May 2017

Note: Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 (three) months of the closing date of the advertisement, kindly regard your application as unsuccessful. Short-listed candidates must be prepared to consent and be subjected to necessary security vetting.