



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:

**Chief Executive Officer
Salary: R1 521 591.00 per annum
(1 – Year Contract)**

Key Purpose:

The main purpose of the CEO is to lead USAASA and USAF through developing the strategies and managing the implementation of the approved Annual Performance Plan as well as Operational Plans to deliver on the USAASA and USAF legislated mandates.

Key Performance Areas:

Compile an approved Strategy aligned with the USAASA and USAF mandate by collecting inputs from Executive Managers, Senior Managers and other relevant stakeholders, managing alignment with national development plan and managing that the strategy is compiled and submitting for final approval by the agreed deadline • Manage the development of and approval of the strategically aligned Annual Performance Plan by the agreed deadline through developing a plan that delivers the strategic objectives, aligning organisational resources with plan deliverables and managing the implementation of the agreed deliverables by the agreed deadlines • Manage that USAASA and USAF are resourced and fully capacitated through managing the employing and implementing resources that are skilled, systems that deliver the required efficiencies and effectiveness annually • Communicate the Strategy with all employees and stakeholders by designing and implementing a strategy communication approach and implementing by the agreed deadline • manage the USAASA and USAF are managed in a financially sound and risk appropriate manner by managing that appropriate processes and procedures are developed, implemented, reported on and complied with as per agreed deadlines • Resolve challenges hindering or threatening the successful achievement of the Strategy by monitoring organisational performance, identifying areas of risks or challenges being faced and addressing these within agreed challenge – resolution timelines.

Organisational Performance:

Manage that all divisions develop operational plans that are aligned with the APP and Strategy by managing that all departments have approved plans by the agreed deadline • Identify and implement performance indicators across all divisions within the organisation that measure the progress towards delivering the agreed organisational strategy by the agreed timelines • Track and measure operational performance by implementing a relevant performance management system, reviewing performance against indicators in the system, addressing challenges and implementing measures to deliver strategy by performance timeframes • Report on operational delivery as per requirements and by agreed deadlines • Manage that operational projects and programmes are implemented in a manner that delivers the organisational mandate and achieves the expected community service delivery improvements

by the agreed APP deadlines • Manage the development, implementation and alignment of performance policies, managing approval of policies by the Board, managing that the required systems and structures are implemented and managing implementation across the business within agreed deadlines.

Stakeholder Engagement:

Identify key stakeholders in the community, private and public sector by participating in government, industry and social fora and engagements that will provide strategic support or influence on delivering the approved strategy and organisational mandate as required • Build resilient, mutually beneficial strategic private, public partnership relationships that deliver the strategic objectives through defining and engaging in beneficial contractual agreements within agreed timeframes • Build politically supportive and beneficial relationships with public stakeholders through engaging with stakeholders through the shareholder, presenting strategy, systems and approach and gaining buy-in to support the delivery of the organisational strategy • Implement an advocacy plan that builds the credibility, reputation and influence of USAASA and USAF through developing a plan and approach that presents the USAASA and USAF plans and delivering in a manner that builds commitment to the USAASA and USAF mandate and delivery in the sector.

Financial Engagement:

Oversee the development of the USAASA and USAF budgets through the Medium Term Expenditure Framework process in accordance with National Treasury guidelines and timelines by the agreed deadlines • Gain approval for the USAASA and USAF budgets through presenting Strategy and APP programmes with aligned budgets to Board and Parliament and gaining approval by the agreed deadlines • Monitor and report on utilisation of the USAASA and USAF budgets through gathering required performance and expenditure reports and reporting to Board and Parliament within agreed deadlines • Manage and report on the identification of risks through managing that relevant risk identification and recording systems are implemented and that risk mitigation strategies and plans are implemented and reported on for USAASA and USAF by the agreed timeframes • Manage that supply chain management is conducted effectively and compliantly by managing that systems are developed and implemented, SCM compliance is monitored and non-compliance is addressed as and when required • Manage that USAASA and USAF are compliant and aligned with the required legislative deliverables and achieves an annual unqualified audit through implementing effective and preventative control measures.

Staff Management:

To build capacity within the team through developing skills and competencies, addressing development needs and providing coaching and mentoring support on an ongoing basis and in monthly individual performance discussions • To monitor, evaluate and manage the team performance through implementing the HR policy, implementing performance process and, when required, instituting compliant disciplinary action within the approved SLA and on an ongoing basis • To recruit quality team members to support the team and organisation and the achievement of its objectives and strategy through defining the role requirements, identifying critical competencies, testing for these competencies and appointing within HR and EE policy guidelines as and when required • To build a cohesive, high performing team through motivating, guiding, coaching, mentoring and leading in a fair and consistent manner to deliver on the organisational performance and strategic requirements • Manage that HR systems, business processes and structures are implemented by identifying human capital needs, managing that appropriate systems and structures are developed or sourced and approving procurement and implementation within agreed turnaround times.

Minimum Requirements:

Qualifications/Knowledge (including most relevant field of study)

- Appropriate Degree (M+4) in Information Technology, Telecommunications or similar is required
- Appropriate Degree (M+4) in Commerce or similar is an advantage
- Required Computer Literacy levels.
- Extensive PFMA knowledge required
- 10 Years Senior Leadership experience required
- 5 Years Board interaction experience
- 10 Years ICT industry related experience
- 10 Years Public Sector Management experience.

Competencies:

- Financial Administration
- Project Financial Management
- Contract Management
- Subsidy Administration
- Policy Expertise
- Information Technology Architecture
- Broadband Core Infrastructure
- Operational Planning & Risk Management.

Applications:

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

Closing Date: 20 September 2019

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.

Enquiries: Tshepiso Motlhabi (Recruitment & Selection), Tel. (011 564 1655)

