



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 position:

**Executive Manager: Operations
Salary R1 251 183.00 per annum
(1 – Year) contract**

Key Purpose:

The main purpose of the Executive Manager: Operations is to plan, implement, manage, and execute the USAF business strategy as set out by USAASA; develop a Master Plan for the delivery, management and implementation of the Fund in compliance with legislative prescripts and direction as set out by the Board and the Ministry; ensure effective project management; lead the implementation of Broadcasting Digital Migration and Broadband programmes; and ensure that the management of the programmes of the Fund are directed by research and latest technology trends on universal access and service.

Key Performance Areas:

Business Strategy Leadership

To participate in developing the USAASA and USAF Strategy through participating in the strategy workshops and interventions, providing research and policy input and feedback and submitting relevant strategic input and documentation required for the final strategy by the agreed deadline. To participate in developing the approved Annual Performance Plan (APP) and USAASA and USAF business plans that are aligned with the USAASA and USAF Strategy and Mandate through participating in the workshops and interventions, providing operational input and feedback, submitting relevant input and documentation required for the final approved plan by the agreed deadline. Communicate the APP and business plans with all relevant employees and stakeholders through formal and informal discussions and presentations by the agreed deadline. Develop and gain approval of the departmental strategically aligned Business Plans through developing the plan, checking for alignment with and support of the USAASA and USAF strategy and APP, amending with feedback and submitting the final approved draft by the agreed deadline. Manage the departmental resources to deliver the departmental objectives through defining required deliverables, standards and deadlines, allocating resources and communicating these to all staff by the agreed deadline. Manage that research and policy risks are managed by identifying risks, placing them on the risk register, mitigation strategies are developed and implemented and risks are monitored on an ongoing basis and reported on quarterly. Resolve challenges hindering or threatening the successful achievement of the departmental objectives through identifying the challenges, diagnosing the issues, addressing the issues and resolving daily and monthly.

Planning and Implementation:

Manage the development of and maintenance of the MTEF Master Plan by reviewing and aligning with annual budgets, assessment of the core, access and last mile and collecting, analysing and mapping GIS and other relevant statistical data on an annual basis. Manage that the Master Plan is aligned with the departmental and area project plans by reviewing unit operational plans on an annual basis. Manage that project planning supports the delivery of project implementation by reviewing the planning unit operational plans progress reports in conjunction with the implementation units operational planning requirements on a monthly basis. Manage that plans developed consider and address the technical complexities inherent in the projects by reviewing and authorising the concept documents for all projects on a quarterly basis. Manage that technical support and advice is provided to the Project Implementation unit by reviewing project committee meetings minutes on rotational monthly basis. Manage compliance and risk management in the planning process by reviewing the planning operational plans and progress reports on a quarterly basis. Manage that post project implementation evaluation is conducted by the planning team by reviewing project implementation monitoring and progress reports and project close out reports on a quarterly basis.

Implementation Management:

Manage the development of and maintenance of the MTEF Master Plan by reviewing and aligning with annual budgets, assessment of the core, access and last mile and collecting, analysing and mapping GIS and other relevant statistical data on an annual basis. Manage that the Master Plan is aligned with the departmental and area project plans by reviewing unit operational plans on an annual basis. Manage that project implementation supports the delivery of project planning by reviewing the operational unit progress reports in conjunction with the implementation units operational planning requirements on a monthly basis. Manage that project challenges are addressed and managed so that projects are delivered on time and to budget by reviewing project implementation progress reports on a monthly basis. Manage that service provider contracts are managed effectively by reviewing project progress expenditure reports on a quarterly basis. Manage that projects are effectively implemented against contract and deliverables and that stakeholder engagement is conducted by reviewing project progress reports / meeting minutes on a monthly basis. Prepare and submit consolidated narrative and financial progress reports of all projects by reviewing individual narrative and financial progress reports and collating information on a monthly basis.

Research and Policy Management:

Manage that research collected and conducted meets the required standards, provides required insights and is according to the approved plan by reviewing research findings, identifying trends, risks and opportunities for USAASA and USAF research and the industry as a whole, present recommendations derived from research as and when appropriate. Engage with Operations to provide research findings that inform the Master Plan projects that are approved by managing that research insights and findings are considered and integrated into the Master Plan annually and as required

Manage that relationships between Research and Planning and Implementation within Operations are maintained optimally, facilitating the effective transfer of knowledge and implementation of research findings by providing necessary research findings, supporting planning and implementation in delivering on their objectives and building mutually supportive and responsive relationships on an ongoing basis. Report on Research by collating required information, drafting reports, submitting for approval as and when required.

Budgeting:

Prepare MTEF inputs for operational and project (planning and implementation) by utilising the data within the Master Plan and Unit operational reports on an annual basis. Prepare, submit for approval and communicate approved annual and operational plans by receiving MTEF budget allocations and adjusting annual and operational plans on a quarterly basis. Maximise spend efficiencies by reviewing and analysing operational and project expenditure trends and implementing improvement strategies on a quarterly basis.

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 the 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.

Minimum Requirements:**Qualifications/Knowledge** (including most relevant field of study)

- 4 years Engineering Degree (Technical) or Similar Qualification is required
- 3 years Project Management Qualification in the ICT environment
- 8 years' Management experience with 5 years' Senior Management experience required
- 5 years' Technical Programme Management experience required
- 5 years' Telecommunications (broadband- infrastructure and connectivity) or similar industry experience required
- 5 years' Contract Management experience required
- 5 years' Inventory 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)

