



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:

Chief Executive Officer

**Salary from: R1 521 591 xv R1 714 074 per annum
18 months contract**

Key Purpose:

The main purpose of the CEO is to lead USAASA AND USAF and USAF through developing the strategies and managing the implementation of the operational plans to deliver on the USAASA AND USAF and USAF mandates.

Key Performance Areas:

Business Strategy Leadership:

Compile an approved Strategy aligned with the USAASA and USAF mandate by collecting input from 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 that 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 risk 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 across the organisation by managing development of the 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:

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 across the organisation by managing development of the 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.

Financial Management:

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 deadline. 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 deadline. 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 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. 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

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.

Minimum Requirements:

A Postgraduate Degree, preferably in Telecommunications. Information Communication Technology (ICT) and/or ICT Policy and Regulation or equivalent qualification. A Master's degree relevant to the ICT sector will be an added advantage. At least 15 years relevant experience in Executive and Strategic Management, of which 5 years should have been at an Executive Management level within the ICT sector. and at least 5 years' experience interaction with a Board of Directors.

Knowledge of the Electronic Communication Act 36 of 2005, PFMA and National Treasury Regulations and Government Prescripts. Solid experience in relationship and contract management, and in the development of communities.

Good interpersonal skills supported by exceptional verbal and written communication skills.

In-depth knowledge of the ICT sector and experience in ICT policy formulation & regulations.

The successful candidate must observe relevant legal and policy prescripts and not be disqualified due to any action contemplated in the ECA and the Companies Act.

An annual performance agreement will be concluded with the Board of Directors. The CEO shall be subject to the control and supervision of the Board of USAASA and USAF.

Applications:

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.

Application letters accompanied by a comprehensive curriculum vita, certified copies of qualifications and identity document, should be forwarded for the attention of Ms Sharonne Scheepers.

Please send your application to recruitment@usaasa.org.za

People living with disabilities are encourage to apply.

Enquiries: Sharonne Scheepers cell nr 083 408 3308

Closing Date: 9 May 2021