



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

Applications are invited from capable and skilled individuals to take up the below mentioned vacant positions at USAASA. For a comprehensive overview of each role, please refer to the full advertisement available on the USAASA website.

**Chief Executive Officer
(Office of the Chief Executive Officer)
Salary (R1 663 581 – R1 871 454) per annum
(3 – Year) Fixed Term Contract
(Ref 2024/01)
Date of advertising: 04 February 2024**

1. KEY PURPOSE

The main purpose of the Chief Executive Officer role is to lead Universal Service and Access Agency Universal Service (USAASA) and Universal Service Access Fund (USAF) through developing the strategies and managing the implementation of the operational plans to deliver on the USAASA and USAF mandates.

2. KEY PERFORMANCE AREAS

2.1 Business Strategy Leadership

- Compile an approved strategy aligned with the USAASA and USAF mandate by collecting input from senior managers and other relevant stakeholders.
- Manage alignment with the national development plan and ensure that the strategy is compiled and submitted for final approval by the agreed deadline.
- Manage the development and approval of the strategically aligned Annual Performance Plan by the agreed deadline.
- Develop a plan that delivers the strategic objectives, align organisational resources with plan deliverables, and oversee the implementation of agreed deliverables by the specified deadlines.
- Ensure that USAASA and USAF are resourced and fully capacitated by managing the employment and implementation of resources that are skilled, and 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 implement it by the agreed deadline.

- Ensure that USAASA and USAF are managed in a financially sound and risk-appropriate manner by developing, implementing, reporting on, and complying with appropriate processes and procedures 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, and addressing these within agreed challenge-resolution timelines.

2.2 Organisational Performance

- Ensure that all divisions develop operational plans aligned with the APP and Strategy by ensuring that all departments have approved plans by the agreed deadline.
- Identify and implement performance indicators across all divisions within the organization to measure progress toward delivering the agreed organizational strategy by the specified 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 achieve the strategy within the specified timeframes.
- Report on operational delivery as per requirements and by agreed deadlines. Ensure that operational projects and programs 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 organization by overseeing the development of policies, obtaining approval from the Board, ensuring that the required systems and structures are implemented, and managing implementation across the business within agreed deadlines.

2.3 Stakeholder Engagement:

- Ensure that all divisions develop operational plans aligned with the APP and Strategy by ensuring that all departments have approved plans by the agreed deadline.
- Identify and implement performance indicators across all divisions within the organization to measure progress toward delivering the agreed organizational strategy by the specified 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 the strategy within the specified timeframes.
- Report on operational delivery as per requirements and by agreed deadlines. Ensure that operational projects and programs are implemented in a manner that delivers the organizational 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 organization by overseeing the development of policies, obtaining approval from the Board, ensuring that the required systems and structures are implemented, and managing implementation across the business within agreed deadlines.

2.4 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.
- Obtain approval for the USAASA and USAF budgets by presenting Strategy and APP programs with aligned budgets to the Board and Parliament and gaining approval by the agreed deadline.
- Monitor and report on the utilization of the USAASA and USAF budgets by gathering required performance and expenditure reports and reporting to the Board and Parliament within agreed deadlines.
- Manage and report on the identification of risks by ensuring 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.
- Ensure that supply chain management is conducted effectively and compliantly by overseeing the development and implementation of systems, monitoring SCM compliance, and addressing non-compliance as required.
- Ensure that USAASA and USAF are compliant and aligned with the required legislative deliverables and achieve an annual unqualified audit through implementing effective and preventative control measures.

2.5 Staff Management

- To enhance team capacity by developing skills and competencies, addressing development needs, and providing ongoing coaching and mentoring support in monthly individual performance discussions.
- To monitor, evaluate, and manage team performance by implementing HR policies, utilizing performance processes, and, when necessary, instituting compliant disciplinary action within the approved SLA and on an ongoing basis.
- To recruit high-quality team members to support the team and organization in achieving its objectives and strategy. This involves defining role requirements, identifying critical competencies, testing for these competencies, and making appointments within HR and EE policy guidelines, as required.
- To build a cohesive, high-performing team through motivation, guidance, coaching, mentoring, and fair and consistent leadership to meet organizational performance and strategic requirements.

- Ensure that HR systems, business processes, and structures are implemented by identifying human capital needs, ensuring appropriate systems and structures are developed or sourced, and approving procurement and implementation within agreed turnaround times.

2.6 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.

3. MINIMUM REQUIREMENTS

- A Postgraduate in commerce and/or Public Administration and/or Relevant or related ICT qualification.
- Master's degree relevant to the ICT sector will be an advantage.
- At least 5 to 10 years relevant experience in Executive and Strategic Management, with 5 years within the ICT sector experience in the public sector or private sector.
- Minimum of 5 years' experience interacting with Board of Directors.
- Knowledge of the Electronic Communication Act 36 of 2005, PFMA, National Treasury Regulations, and Government Prescripts.
- Solid experience in relationship and contract management, including experience in community development.
- Good interpersonal skills supported by exceptional verbal and written communication skills.
- In-depth knowledge of the ICT sector and experience in ICT policy formulation and regulations.
- The successful candidate must observe relevant legal and policy prescripts and not be disqualified due to any action contemplated in the ECA.
- 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

- Applications, accompanied by, a comprehensive curriculum vitae, and copies of qualifications and the identity document, should be forwarded for the attention of Ms S. Scheepers.
- Please send your application to recruitment@usaasa.org.za.

- People living with disabilities are encouraged to apply for the vacant positions and are required to indicate their disability in the covering letter and/or the CV.
- **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 will be required to undergo vetting and security clearance. They will also be required to undergo background checks.
- Competency and psychometric assessments are mandatory, and shortlisted candidates will need to undergo these assessments.

Enquiries: Sharonne Scheepers Tel. (011 564 1600)

Closing Date: 16 February 2024