

INTERNAL AND EXTERNAL ADVERTISEMENT

OFFICE MANAGER: OFFICE OF THE CHIEF EXECUTIVE OFFICER

One (1) Year Fixed Term Contract

Annual Total Cost to Company (R 1 090 158.24 – R 1501 359.01)

Gauteng Enterprise Propeller (GEP) is Schedule 3C Provincial Public Entity established under the auspices of the Department of Economic Development with a view to provide non-financial support; financial support; and co-ordinate stakeholders for the benefit of SMMEs in the Gauteng province

THE GEP INVITES INTERESTED AND SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING POSITION

Purpose of position

To support the office of the CEO in managing and executing the strategic objectives of the organisation and ensuring that the CEO's office concerning Administration, Reporting, Coordination, and Customer Service is managed efficiently and effectively

Key Responsibilities:

- Develops and manages the operational plan of the CEO's Office for the area of responsibility and ensures monitoring and implementation thereof
- Improves productivity within the CEO's Office and aligns business activities with strategic and operations plan
- Prepares operational reports, advice the CEO on decisions made related to operational matters and attends meetings on behalf of the CEO
- Assist the CEO in monitoring and attending to internal external communications directed to the Office
- Ensured the stakeholders' enquirers and complaints are directed to the relevant business unit and are investigated on behalf of the CEO
- Manages the implementation of projects within the area of responsibility
- Ensures efficient execution of all resolutions taken in management, stakeholders, governance structures and ensures that integrated reporting is implemented
- Ensures accurate statutory reporting and effective reporting to all Governance structures
- Establish collaborative partnerships with both private and public organisations to ensure successful implementation of GEP programmes
- Manages the work of the personnel within the Office of the CEO
- Ensures all employees have signed performance agreements.

Minimum Requirements

- B Degree in Business Management/ Administration/ Management or relevant equivalent
- 5 years' experience in office administration in the office of the CEO or Senior Management/Board

- 3 years management experience in both public and private sectors.
- Post Graduate qualification and registration with the relevant professional body will be advantageous
- Drivers licence

Competencies (Knowledge, Skills, and Attitudes)

- Management
- People Management
- Advanced Communication
- Advanced Interpersonal
- Coordination
- Assertiveness
- Confidentiality
- MS Office

Please forward detailed, updated CV accompanied by a cover letter relating how your experience matches the position.

GEP advocates for equal opportunities. Previously disadvantaged individuals and people with disabilities are encouraged to apply. Kindly note that full background checks will be done on successful candidates. Candidates will also go through competency assessments. Suitable applicants must e-mail detailed, updated CVs to: manageroceo@gep.co.za, with subject being the position applied for, by no **later 02 August 2022 at 17h00**. Note that candidates who have not been contacted within 30 days of the closing date must consider their applications unsuccessful. GEP reserves the right to fill or not to fill this position.