

JOB SPEC: OPERATIONS OFFICER: OFFICE OF THE CEO

A: JOB INFORMATION SUMMARY

Job title	:	Operations Officer: Office of the CEO
Job Category	:	Skilled level
Industry	:	Professional Body, Education, Training & Development
Salary	:	Market related
Position Type	:	Permanent contract with benefits.
Location	:	Centurion, Pretoria
Reporting to	:	CEO

B: JOB OVERVIEW:

This is an exciting opportunity to join the Southern African Institute of Government Auditors (SAIGA), a professional body that has a focus on the public sector auditing and accounting profession. SAIGA certifies audit professionals in the public sector and provides technical support and guidance as well as technical training amongst others.

We are looking for a qualified and innovative Operations Officer to increase the efficiency in our operations. You will be responsible for providing oversight of the operations, management and delivery of the Institutes functions and supporting the Chief Executive Officer and management of the Institute.

In this role, your duties will include ensuring policy compliance, stakeholder relations and managing administrative related tasks such as compiling of reports, organising accommodation and travel, secretarial support, communications, and ensure the CEO's day-to-day operations are seamless. The candidate must be a diverse individual with an understanding of the full Microsoft Office suite, exceptional organizational skills and have experience in operations management or project management.

C: KEY PERFORMANCE AREAS:

1. Internal Operations

- Improving operational functions to align with core strategic objectives of the Institute.
- Work with the management team in coordinating the CEO's strategic business development initiatives.

Physical Address

Cambridge Office Park, Building 10, Ground Floor,
5 Bauhinia Street, Techno Park Centurion, 0157

Postal Address

PO Box 36303, Menlo Park,
0102, South Africa



- Planning and managing projects contributing towards stimulating an environment for innovation.
- Promoting efficiency by implementing improved operational procedures.
- Analysing and maintaining operational data and monitoring efficiencies.
- Ensuring compliance with the institute's policies.
- Monitoring adherence to learning and development initiatives throughout the Institute.
- Collaborate with internal and external stakeholders to ensure that the SAIGA's strategic plan, risk register and business unit plans meet SAIGA mandate and support the strategic direction.

2. Administration, General Support and Co-ordination:

- Managing the Institute's committees' annual work plans, meetings and appointments.
- Oversee that agendas and items required for committee meetings and events to be attended by CEO are drafted and collated.
- Follow through on projects, committee and Council resolutions to ensure successful completion (including coordination of project tracker).
- Participates as an adjunct member of the various committees to management team where required.
- Compiling of reports i.e. quarterly performance, ICT governance, risk management, annual integrated and committee reports to the Council (board).
- Oversee office administration work including but not limited to:
 - Compiling and maintaining of the database in the office of the CEO.
 - Internal and external stakeholder engagements administration.
 - Oversee the receptionist, office cleaner and support intern.
 - Coordination of travel and accommodation bookings in the Institute in line with the Institute's policy.
 - Collation and timely distribution of meeting packs for governance committees.
 - Ensuring that minutes of all meetings are properly recorded in accordance with the Institutes policies and procedures.

D: APPOINTMENT REQUIREMENTS

The following requirements are applicable:

- A bachelor's degree in operations management, project management, business management, or equivalent at NQF Level 7.
- A minimum of 3 years' experience in operations management and business support or equivalent.
- Strong business acumen.
- Acute understanding of resource allocation.
- Proficiency in Microsoft Office and other operational software.
- Ability to travel with the CEO for key engagements on some occasions.
- Able to maintain a high level of integrity and discretion in handling confidential information.
- Knowledge of a professional body set-up, education, training, and development environment will be an added advantage.
- Driver's license and own car (would be preferable)

E: SPECIFIC SKILLS & PERSONAL ATTRIBUTES

- Strong organisational skills, with the ability to multi-task work under pressure and at times extended hours to meet deadlines (proven and advanced time management skills).
- Critical thinking and problem-solving skills.
- Excellent interpersonal skills.
- Excellent written and verbal communication skills in English.
- Attention to detail and accuracy is essential.
- Stress tolerant and resilience.

Applications must be e-mailed to: careers@saiga.co.za on or before 5th June 2024 and should be addressed with your CV. Should you not receive feedback by 30th June 2024, consider your application unsuccessful.

SAIGA is an equal opportunity employer and therefore preference will be given to candidates who will add value to the diversity of SAIGA. Correspondence will be limited to shortlisted candidates only. Only candidates who meet the requirements should apply. SAIGA reserves the right not to make an appointment. By applying, the applicant gives SAIGA permission to perform background, security, and employment reference checks and to verify documents and qualifications.