

DITSONG: Museums of South Africa (DMSA) is a Schedule 3A public entity reporting to the Department of Arts and Culture. DMSA is seeking to appoint a suitably qualified individual on a permanent employment contract for this position based at Head Office in Pretoria.

INTERNAL/EXTERNAL ADVERTISEMENT

MANAGER EXECUTIVE SUPPORT REF: DMSA08/2019

REMUNERATION PACKAGE – R733 609.34

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

Degree in Business Science, Management Science or Strategic Studies or equivalent qualification.
Post-graduate qualification such as MBA or Strategic Studies field will be an added advantage.

6-10 years relevant experience of which **3** must be at senior level in strategy formulation, performance management and controls, strategic planning or management service, or capacity and risk management.

CRITICAL SKILLS / COMPETENCIES NEEDED

General and business management principles; Government policy direction; Alliance/Partnership management; Analysis & Problem Solving skills; Presentation Skills; Negotiation Skills; Decision Making & Judgment Skills; Interpersonal Skills; Communication and facilitation Skills; Co-ordination Skills; Relationships Management Skills; Networking Skills; Business acumen; Accountability; Integrity; Networking; Politically aware.

KEY PERFORMANCE AREAS inter alia, include:

- **Executive Support:** To provide strategic support for the Office of the CEO and Directors; Coordinate departmental planning sessions; Coordinate, collate and quality check departmental inputs; Ensure implementation of departmental deliverables; Monitor and follow up on departmental projects; Provide support to the Executive in developing business reports for the Council and other relevant stakeholders; Assist Executives to track performance against APP; Coordinate the development of executive reports; Facilitate the departmental policy development process; Facilitate consultation with the relevant stakeholders; Serve as executive liaison with DAC (primary shareholder) and other stakeholders; Provide technical / professional support to internal stakeholders to ensure achievement of functional and organisational objectives.
- **Organisation Strategy:** Develop DMSA-wide organisation (corporate) strategy; Facilitate the development of business strategy and the tabling thereof up to Parliament's Portfolio Committee level; Develop corporate policies; Facilitate the development of operational plans; Obtain approval of the strategy; Ensure alignment to the planning, budgeting and reporting cycles for the Museum; Develop the service delivery improvement plan in accordance with relevant legislation.

- **Performance Management:** Develop DMSA-wide performance management system; Facilitate the development of the Annual Performance Plan (APP); Collect, validate organisation-wide performance data; Report on organisation-wide performance; Conduct monitoring and evaluation; Recommend remedial action to achieve targeted performance level; Develop and implement best practice project management systems and processes to enhance the Museum's organisational performance.
- **Research:** Undertake business and market research; Perform environmental scans using appropriate tools such as PESTLE, Porter's Five Forces Model; Lead the development of thought leadership at DMSA; Establish the Museum's profile

The application must include a covering letter, comprehensive curriculum vitae (three contactable references with e-mail, telephone or cellphone) and certified copies of qualifications. Submit application

Via Post: Ditsong Museums of South Africa
P.O. Box 4197 Pretoria 0001
Re: **Manager Executive Support**

Hand delivered to: Ga-Mohle Building, 70 WF Nkomo Street Pretoria
Attention: Ms Nancy Monnagogla

Emailed: executivesupport@ditsong.org.za

Closing date and time: 18 October 2019 16h00

Shortlisted candidates shall undergo competency assessments and personnel suitability check such as criminal record, credit record checks, citizenship, qualification verification and employment record check. Application with foreign qualifications will not be considered without SAQA evaluation certificate.

This is an Employment Equity appointment.

Enquiries: Ms M Gumbi at 012 492 5744

DMSA reserves the right not to make an appointment. If you do not receive any response within a month of the closing date, please accept that your application has been unsuccessful.

Regret correspondence will only be sent to interviewed candidates.