

Internal/External Advertisement

THE SOUTH AFRICAN NUCLEAR ENERGY CORPORATION (NECSA)



DIVISION: Office of the Group CEO (OGCEO)

VACANCY: **Executive: Office of the GCEO
(Five-year, fixed term contract)**

SALARY BAND: Market-related remuneration and benefits

REF NO: **EXECOFFGCEO01**

NECSA is a State Owned Company (SOC) in terms of the Companies Act and derives its mandate from the Nuclear Energy Act of 1999 responsible for undertaking and promoting research and development in the field of nuclear energy and radiation sciences and for the commercial exploitation of nuclear technology. NECSA engages in commercial business mainly through its two 100% owned commercial subsidiaries NTP Radioisotopes (Pty) Ltd. and Pelchem (Pty) Ltd. NTP is responsible for a range of radiation-based products and services for health care, life sciences and industry, whilst Pelchem supplies fluorine and fluorine-based products. Further information on NECSA can be obtained from the website www.necsa.co.za.

JOB PROFILE

Act as a trusted advisor and provide high-level strategic support to the Group Chief Executive Officer (GCEO) in planning, executing, and ensuring the success of the GCEO's mandate.

KEY PERFORMANCE AREAS

- Ensure alignment of the Necsa Group's policies and procedures to achieve best project delivery.
- Provide executive support in a one-on-one working relationship with the GCEO.
- Serve as a liaison between the GCEO and executives of the Necsa Group businesses and functional units.
- Organise and coordinate internal and external Stakeholder efforts.
- Oversee special projects in the Office of the GCEO.
- Maintain a realistic balance in a variety of situations.
- Prepare and/or review high level and complex written correspondence, organisational communication messages, proposals, papers and presentations.
- Ensure the GCEO is briefed on key priority matters as required in liaison with other functional areas.
- Support Leadership Team members with queries and other relevant requests.
- Provide guidance and expertise relative to the smooth and efficient functioning of the GCEO's office and suggestions for other functional areas.
- Drive the performance of the Necsa Group.
- Participate in or drive key project initiatives as required.
- Scope, develop and implement project plans as required.
- Conduct research and analysis in accordance with project requirements of the GCEO.

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- Facilitate the delivery of successful projects in the Office of the GCEO in an effective, efficient and confidential manner.
- Facilitate and manage the GCEO's budget requirements and monitor accordingly.
- Work with Financial Capital to support scheduling of annual budget preparation and review process in line with the GCEO and Board schedule.
- Coordinate key financial and expenditure reports as required for the GCEO
- Provide accounting and secretarial support for all Divisions and Subsidiaries.
- Foresee and proactively act on issues and challenges.
- Manage competing demands in the Office of the GCEO.
- Key Roles:
 - Executive Support;
 - Leadership Support and Liaison;
 - Strategic Advisor to the GCEO;
 - Project Management;
 - Corporate Governance; and
 - Stakeholder Management.

JOB REQUIREMENTS

Key knowledge and skills:

- Project Management skills.
- Knowledge of corporate governance.
- The ability to manage and liaise with Stakeholders.
- Proven knowledge and experience in general management and business administration.
- The ability to manage performance.
- The ability to identify and manage business risk timeously.
- Knowledge of the global Nuclear and Chemical industry.
- In-depth knowledge of relevant and applicable legislative and regulatory landscape.
- Handle a wide variety of activities and confidential matters with discretion.
- Exercise good judgement.

Competencies:

- The ability to guide, direct and influence people in such a way that outputs are performed at an excellent level.
- Strategic leadership capability.
- Self-starter, self-driven and self-directed.
- Strategic thinking and implementation ability
- Excellent planning, problem solving and quick decision making skills.
- Ability to be proactive, assertive and energetic.
- Performance driven (drive a high performance culture).
- Decisiveness (Deciding with Speed and conviction).
- Engaging (engaging for impact).
- Adaptable (proactive adaptability).
- Delivering reliability.
- Ability to work under pressure and go the extra mile.
- Ability to maintain a realistic balance among multiple priorities.

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- Able to work under pressure.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Honours Degree or equivalent. (NQF level 8)
- Post Graduate qualification in Leadership.
- A minimum of 15 years' experience in a Strategic Coordination environment, plus 5 years' experience in an Executive role.
- Demonstrated experience in integrating and coordinating diverse areas of management.

Closing date: **24 November 2021.**

ENQUIRIES

Kindly direct any enquiries to Mr John Nkwana on 066 293 4486.

Please forward your CV with certified copies of your educational qualifications to lydia.lebona@necsa.co.za

GENERAL:

Should you not hear from us within 30 days of the closing date, please consider your application unsuccessful.

Necsa Group is committed to Employment Equity when recruiting. Therefore, priority will be given to African Females, African Males and people with disabilities, in support of achieving our Employment Equity targets.