



SCI-BONO DISCOVERY CENTRE NPC

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PO Box 61882 | Marshalltown | 2107

Company registration: 2004/010183/08 | VAT no: 473 021 6290
PBO reference no: 930 014 449 | NPO Registration: 056-334-NPO

VACANCY

SENIOR MANAGER: STRATEGIC PLANNING AND OPERATIONS (5 YEARS FIXED-TERM CONTRACT)

JOB PURPOSE

The Senior Manager for Strategic Planning and Operations Management will provide strategic coordination and support to the management team by identifying opportunities that align with the organisation's key focus areas. This individual will drive operational excellence by overseeing, developing, and implementing the organisational strategy, reports, relevant policies, and standard operating procedures. Additionally, they will help business unit managers identify, analyse, and resolve strategic issues related to achieving set targets.

PRINCIPAL ACCOUNTABILITIES

Strategic Development and Implementation

- Develops and directs the implementation of the Sci-Bono strategy in consultation with the organisation's management team.
- Manage the implementation of outputs, targets, and critical strategic deliverables, as reflected in the Annual Performance Plan (APP) and Strategic Plan.
- Facilitate the development and implementation of operational plans for all business units.
- Coordinate the compilation of quarterly reports about organisational performance for all governance structures starting from MANCO.

Operational Excellence

- Coordinate all aspects of the business to ensure strategic plans are working effectively and that the organisation remains competitive.
- Effectively communicates the business strategic objectives with senior management to drive the organisation forward.
- Coordinate the development of departmental strategies, plans, and procedures to ensure competitive intelligence.

BOARD OF DIRECTORS

Abbey Witbooi (Chairperson) | Dr Nandipha Madiba (Deputy Chairperson)
Prof Bongani Bantwini | Zeth Matele | Patricia Matoka | Adv Lentswe Mokgatle | Nomdeni Banda
Prof Khulekani Sitole | Godfrey Tsotetsi | Mashane Mphahlele | Prof Mfanelo Pat Ntsobi (CEO)

- Ensure effective coordination of organisational and department strategic planning events and processes to ensure alignment with planning cycles.
- Ensure that all the division's necessary reporting and accounting responsibilities are carried out effectively and by the set reporting timelines.
- Implement process improvements, streamline workflows, and enhance operational efficiency.
- Monitor key performance indicators (KPIs) and address any operational bottlenecks.

Risk Management and Compliance

- work with the Business Unit Risk and Compliance to identify and mitigate operational risks.
- Ensure compliance with legal, regulatory, and ethical standards.
- Develop contingency plans for potential disruptions.

Budget Management within the Department

- Analyses departmental business plan to determine the financial requirements.
- Obtains the budgetary prescripts from the Finance Department.
- Determines financial allocations by deliverables.
- Submits budget for approval by policies and procedures.
- Monitors expenditure against budget and ensures spending occurs within budgetary limits.
- Peruses monthly expenditure statements from Finance and addresses anomalies.
- Explores opportunities to reduce costs.

People Management within the Department

- Sets performance objectives for the Department and ensures they are cascaded into subordinates' performance agreements.
- Ensures that all employees have signed performance agreements.
- Monitors and measures performance quarterly by conducting employee appraisals.
- Define and communicate roles, responsibilities, and performance standards to achieve team outcomes.
- Develop work plans that consider capability, strengths, and opportunities for development.
- Seek feedback on own management capabilities Optimise Business Outcomes Manage people and resources effectively to achieve public value and develop strategies to address any gaps.

BOARD OF DIRECTORS

- Address and resolve team and individual performance issues, including unsatisfactory performance, promptly and effectively.
- Monitor and report on team performance in line with established performance development frameworks.

EDUCATIONAL REQUIREMENTS

- Honours degree in Commerce/Business Management or related field
- A Master's degree or NQF level 9 qualification in similar disciplines would be advantageous.

EXPERIENCE

- A minimum of 5 years of experience in operations management is required.
- Familiarity with performance metrics and budgeting is crucial.
- Proficiency in process optimisation is desirable.
- 5 years' experience in a Strategic Planning and Reporting role is essential.
- Proficiency in managing the public sector planning and reporting cycles is essential for timing submissions relating to funding requests and related obligations.

KNOWLEDGE/SKILLS

- Strategic Thinking: Ability to develop and execute long-term plans aligned with organisational goals.
- Leadership: Effective management of cross-functional teams and collaboration with stakeholders.
- Operational Efficiency: Ensuring smooth day-to-day operations, resource management, and compliance.
- Analytical Skills: Assessing data, identifying trends, and making informed decisions.
- Communication: Clear communication with team members, executives, and external partners.
- Business Acumen: Understand the business environment, financial literacy, and complex business models.
- Market Insight: Identify growth opportunities, assess risks, and make decisions aligned with financial targets and market position.

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- Leadership: Lead by example, foster a culture of continuous learning, and inspire your team.
- Team Management: Empathy, conflict resolution, and motivating team members are essential.
- Emotional Intelligence (EQ): Understand and manage your emotions. EQ enhances collaboration, empathy, and effective decision-making.
- Adaptability and Flexibility: The business landscape evolves rapidly. Being adaptable allows you to navigate change and seize opportunities.
- Proficiency in Microsoft Office applications (including Outlook, Word, Excel, and PowerPoint)
- Understanding of sector-specific needs and the ability to translate them into viable solutions.
- Awareness of developments in the science education sector.

The Sci-Bono Discovery Centre is an equal-opportunity employer guided by the principles of Employment Equity. To comply with our equity plans and embrace diversity, preference for this position will be given to white candidates and people living with disabilities. Interested and qualified candidates can email CVs to the Human Resources Office recruitment.sci-bono@sci-bono.co.za with the Reference Number REC/VR_SCI202421. Only CVs submitted with the correct subject line will be attended to.

Closing Date: 11th June 2024

Disclaimer: Communication will be entered into with short-listed candidates only.

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