



INTERNAL AND EXTERNAL ADVERTISEMENT

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

MANAGER: OFFICE OF THE CHIEF EXECUTIVE OFFICER (OCEO)

Annual Total Package (R 1 345 977 – R 1 615 174) Negotiable

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:

- Prepare presentations for strategic platforms that requires CEO's participation.
- Responsible for coordination of CEO's strategic platforms.
- Communicates directly, and on behalf of the CEO, with stakeholders, on matters related to CEO's programmatic initiatives.
- Provides leadership to build relationships crucial to the success of the organization and manages a variety of special projects for the CEO.
- Successfully completes critical aspects of deliverables with a hands-on approach, including business projects, and other tasks that facilitate the CEO's ability to effectively lead the organisation
- Support CEO's Executive Admin Assistant in ensuring a smooth-running process in the office of the CEO including project operations e.g., agenda for strategy, workshops and follow up on deliverables assigned by CEO.
- To maintain professionalism and image of the CEO's office.

- Act as a trusted strategic advisor and operator for the Chief Executive Officer, who can fill in as necessary in meetings, synthesizing information and feedback for quick decision-making.
- Maintain high standards of professionalism, discretion, judgment, customer service, efficiency, and operational excellence.
- Maintain a register of all documents submitted and obtain written confirmation of receipts.
- Ensure oversight on all policies, submissions to the office of the CEO prior to CEO's approval.
- Ensure smooth running of EXCO meetings and other committee meetings including coordination and planning
- Ensures that all direct reports of the CEO have scorecards in place.
- Manage and undertake specific administrative tasks on work programs, projects and research as determined by the CEO.
- Oversee and manage strategic project efforts.
- Work closely with Leadership and Project teams and other stakeholders to facilitate delivery and remove impediments.
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Minimum Requirements

- Degree in Business Admin/Management, or Public Admin/Office Management.
- Post graduate qualification will be an added advantage.
- 5-10 years' experience in an executive office management environment.
- Understanding of protocol matters regarding government, legislature etc
- Valid Drivers licence

Competencies (Knowledge, Skills, and Attitudes)

- Excellent management, communication and interactive skills
- Attention to details/ Accuracy
- Excellent planning and organising skills
- Office Management Principles
- Policies and Procedures
- Business Environment
- Confidentiality
- Team Player
- Honesty and integrity
- Professionalism

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 29 October 2024 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.