



INTERNAL AND EXTERNAL ADVERTISEMENT

Gauteng Enterprise Propeller (GEP) is a Provincial Government agency established under the auspices of the Department of Economic Development, to provide non-financial support; financial support; and coordinate stakeholders for the benefit of SMMEs in Gauteng.

CHIEF EXECUTIVE OFFICER (CEO) (Three (3) years Fixed term performance-based Contract)

Annual Total Package (R2 559 503.91 – R3 199 379.89) Negotiable

Purpose of position

To position the Gauteng Enterprise Propeller (GEP) to meet its mandate as approved by the Board, in support of National and Provincial socio-economic development imperatives and strategies in the sectors targeted for development.

Key Responsibilities:

- Proposes long- and shorter-term future direction of the organisation within established planning frameworks.
- Ensures that strategy and annual performance plan targets/goals are met or exceeded
- Enhances stakeholder relations and networks
- Undertakes and leads innovative strategic projects in support of Provincial Government development initiatives
- Lobbies for influence on Government policy and legislation
- Enhances public and media relations
- Ensures the financial health and sustainability of GEP, including achievement of an optimal return on the shareholders' funds, current and future
- Ensures and takes responsibility for unimpeachable governance, procurement and risk management practices throughout GEP
- Ensures High-performance staff are recruited, motivated, retained and developed, to meet the present and future needs of GEP
- Ensures that executives and staff are focused on relevant key tasks and managed accordingly

Minimum Requirements

- Postgraduate in Public Administration, Business Management or related.
- Master's Degree is an added advantage
- Ten (10) years Executive Management experience and proven track record as a successful executive; able to drive and advocate transformational change. Able to demonstrate leadership, management of strategic partnerships and stakeholder relationships. Able to demonstrate leadership, management of strategic partnerships and stakeholder relationship management.
- Experience in economic and enterprise / SMME development and economic policy frameworks, together with experience of the Public Sector.
- A thorough understanding of corporate governance. Knowledge of SMME development and Financing industry. An understanding of the South African government structures, Economic Policy Framework and Strategies. Experience in economic and enterprise development activities.

Competencies (Knowledge, Skills and Attributes)

- Business Environment
- Key Strategic Sectors
- Coordination and Identity
- Financial Principles
- HR Best Practices
- Legislation
- Management
- Negotiation
- Analytical
- Strategic Thinking
- Lateral Thinking
- "Big Picture" Thinking
- Honesty and integrity

Suitable candidates to submit 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 and competency assessments will be conducted. Suitable applicants must e-mail detailed, updated CVs accompanied by a covering letter to: ceo@gep.co.za, with subject being the position applied for, by no **later 7 March 2025 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.



GAUTENG ENTERPRISE PROPELLER DRAFT JOB PROFILE

1. JOB DETAIL

JOB	Chief Executive Officer	JOB GRADE	
JOB TITLE: NAMING CONVENTION	Chief Executive Officer	PATERSON JOB GRADE	EU
GROUP	GEP	DIVISION / DEPARTMENT	Office of the CEO
DATE REVIEWED	July 2024	STATUS OF REVIEW	Reviewed
EMPLOYMENT STATUS	Three Year Performance Based Contract		
LOCATION	124 Main Street, Johannesburg		
KEY PURPOSE OF THIS JOB			
<ul style="list-style-type: none"> • Positions the Gauteng Enterprise Propeller (GEP) to meet its mandate as approved by the Board, in support of National and Provincial socio-economic development imperatives and strategies in the sectors targeted for development • Assumes all responsibilities of the Accounting Officer in terms of the Public Finance Management Act (PFMA) and other relevant governance legislation • Directs, leads and controls the staff and ensures provision of the resources required for effective functioning, on-going transformation and sustainability of GEP in the short and longer term 			

POSITION IN THE ORGANISATION	
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**2ND LINE MANAGER
(2ND LEVEL)**

MEC

**1ST LINE MANAGER
(1ST LEVEL)**

Board of Directors

THIS JOB

Chief Executive Officer

SUBORDINATES

1 x COO, 1 x CFO, 3 x General Managers, 1 x Manager: OCEO, 1x Executive Admin Assistant

ORGANISATION STRUCTURE

Please provide job titles of subordinates and total number of employees per job title (organogram can be inserted)

- Chief Operations Officer x1,
- Chief Finance Officer x1,
- General Managers x3,
- Manager: OCEO x1,
- Executive Admin Assistant x1

2. POSITION DESCRIPTION

NOTE: The key focus areas and outputs of this job are encapsulated in the performance agreement. They are subject to revision annually when the strategic plan and Annual Performance Plan are revised.

	Key Performance Area / Output	
KPAs	<i>(These are outputs expected from a job function. There should be no more than seven KPA's and those selected should be specific only to this job. KPAs should be concise, specific and written in one sentence).</i>	Weight/Time Spent

STAKEHOLDER / CLIENT	<p>Proposes long- and shorter-term future direction of the organisation within established planning frameworks</p> <ul style="list-style-type: none"> ▪ Reviews the requirements of Government strategy and continually assesses GEP contribution against this, identifying areas for improvement ▪ Obtains and allocates resources to facilitate achievement of the business objectives of GEP ▪ Develops and manages relationships with key stakeholders (e.g. Department of Enterprise Development, Funders, Community leadership, others active in the socio-economic arena) ▪ Communicates strategy and annual performance plans to stakeholders on an on-going basis 	30%
	<p>Ensures that strategy and annual performance plan targets/goals are met or exceeded</p> <ul style="list-style-type: none"> ▪ Monitors performance against agreed targets/goals and initiates action accordingly ▪ Oversees the production and submission of relevant, accurate, and timeous performance reports ▪ Builds a high-performance culture within the organisation 	
	<p>Enhances stakeholder relations and networks</p> <ul style="list-style-type: none"> ▪ Advocates and lobbies effectively on behalf of GEP ▪ Develops and implements stakeholder management, marketing and revenue generation/sustainability strategies for the GEP ▪ Establishes and nurtures mutually beneficial and cooperative business relationships across the socio-economic development sector ▪ Improves GEP ability to attract private sector co-funders and development partners for SMME and Co-op revitalization 	

	<ul style="list-style-type: none"> ▪ Ensures improvement of the client acquisition process <p>Undertakes and leads innovative strategic projects in support of Provincial Government development initiatives</p> <ul style="list-style-type: none"> ▪ Ensures GEP has appropriate R&D capacity for present and future requirements ▪ Secures approval and resources for strategic projects ▪ Oversees, directs and reports on project roll-out <p>Lobbies for influence on Government policy and legislation</p> <ul style="list-style-type: none"> ▪ Ensures that GEP is adequately represented on relevant provincial, national and international forums ▪ Comments on Government policies and proposed legislation that have implications for socio-economic development, especially in the fields of township economic revival and SMME and Co-op development <p>Enhances public and media relations</p> <ul style="list-style-type: none"> ▪ Delivers speeches/addresses and drafts/commissions articles for publication which are aligned with the objectives of GEP ▪ Manages public and media relations to ensure positive positioning and corporate image of GEP 	
FINANCE	<p>Ensures the financial health and sustainability of GEP, including achievement of an optimal return on the shareholders' funds, current and future</p> <ul style="list-style-type: none"> ▪ Discharges all responsibilities of the Accounting Officer (in terms of PFMA) ▪ Motivates for sufficient GEP business funding ▪ Ensures on-going sustainability of GEP (e.g. liquidity, capital preservation, etc.) 	30%

	<ul style="list-style-type: none"> ▪ Implements sound corporate governance principles in line with King III, MFA, PFMA, etc. ▪ Oversees and takes final accountability for the effectiveness of the finance, IT, risk management and operations functions of GEP ▪ Ensures implementation of regular internal audits to mitigate risks 	
BUSINESS PROCESSES	<p>New SMMEs and Co-ops are brought on board according to plan</p> <p>Existing SMMEs and Co-ops are monitored, and appropriate direction/support provided</p> <ul style="list-style-type: none"> ▪ Establishes performance expectations and targets for SMME Development Division senior staff and manages their performance accordingly 	20%
	<p>Ensures and takes responsibility for unimpeachable governance, procurement and risk management practices throughout GEP</p> <ul style="list-style-type: none"> ▪ Serves on Board committees ▪ Leads governance practices in GEP 	
LEARNING AND GROWTH	<p>High-performance staff are recruited, motivated, retained and developed, to meet the present and future needs of GEP</p> <ul style="list-style-type: none"> ▪ Continuously reviews the organizational structure to ensure optimal support for implementation of the strategic plan. ▪ Encourages continuous improvement in knowledge management and ensures that information gathering and reporting systems are implemented throughout GEP ▪ Monitors ongoing activities/projects and intervenes if necessary to optimise collaboration and synergy between Divisions/sections internally and between GEP and external agencies as appropriate ▪ Develops and implements executive and key staff retention strategies 	20%

	<ul style="list-style-type: none"> ▪ Annual training plan aligned to Workplace skills plan and organisational objectives ▪ Monitors external trends and legislation to ensure that HR policies, procedures and systems comply with statutory requirements and internal HR practices are sound 	
	<p>Ensures that executives and staff are focused on relevant key tasks and managed accordingly</p> <ul style="list-style-type: none"> ▪ Adopts best talent management practices for application to executives, ensuring that they are developed to meet present and future needs of the organisation, within clearly defined career development and succession frameworks ▪ Conducts performance discussions with direct reports and key staff members, highlighting strengths to build on and areas for improvement, as required ▪ Ensures that Divisional Heads develop appropriate talent management skills for application within their areas of operation 	

JOB SPECIFICATION

A) QUALIFICATION AND TRAINING	
FORMAL EDUCATION	Postgraduate in Public Administration, Business Management or related. Master's Degree is an added advantage
TECHNICAL/ LEGAL CERTIFICATION	N/A
EXPERIENCE	<p>Ten (10) years Executive Management experience and proven track record as a successful executive; able to drive and advocate transformational change. Able to demonstrate leadership, management of strategic partnerships and stakeholder relationships. Able to demonstrate leadership, management of strategic partnerships and stakeholder relationship management. Experience in economic and enterprise / SMME development and economic policy frameworks, together with experience of the Public Sector.</p> <p>A thorough understanding of corporate governance. Knowledge of SMME development and Financing industry. An understanding of the South African government structures, Economic Policy Framework and Strategies. Experience in economic and enterprise development activities.</p> <p>Ideally would be recognised as a sector expert by peers</p>

B) COMPETENCIES	
KNOWLEDGE	
COMPETENCY	DESCRIPTION
Business Environment	<ul style="list-style-type: none"> ▪ Sound knowledge of the Government and business environments, both domestic and international; the relevant role players and their key responsibilities and outcomes
Key Strategic Sectors	<ul style="list-style-type: none"> ▪ Sound knowledge of the key sectors targeted by Government for development; personal acquaintance with key role players; and understanding of their key responsibilities and outcomes
Coordination and Identity	<ul style="list-style-type: none"> ▪ Knowledge and understanding of the identity of the organisation, where and how it contributes to the local, provincial and national governance mechanisms utilised to govern the mainstreaming of SMMEs and Co-ops and revitalisation of township economies
Financial Principles	<ul style="list-style-type: none"> ▪ Sound knowledge and understanding of the principles of finance to ensure proper application in the best interests of GEP and the organisations supported
HR Best Practices	<ul style="list-style-type: none"> ▪ Sound knowledge of HR principles and practices to ensure proper application in the best interests of GEP the organisations supported
Legislation	<ul style="list-style-type: none"> ▪ Sound knowledge of all relevant legislation and the implications for the mandate, operation and governance of GEP and the organisations supported by GEP
Policies and Procedures	<ul style="list-style-type: none"> ▪ Knowledge and understanding of public sector policies and procedures applicable to the specific work environment at national, provincial and local level, to ensure that work outcomes are fully compliant

SKILLS	
COMPETENCY	DESCRIPTION

Advanced Communication	<ul style="list-style-type: none"> ▪ Advanced business communication skills enabling verbal and written communication at all levels
Analytical	<ul style="list-style-type: none"> ▪ The ability to analyse situations and arrive at the best possible solutions
Advanced Interpersonal	<ul style="list-style-type: none"> ▪ The ability to interact with people at all levels in the organisation and in the socio-economic environment, in the public and private sectors, locally and internationally
Management	<ul style="list-style-type: none"> ▪ The ability to plan, organise, lead and control in the work environment to achieve the business objectives
Negotiation	<ul style="list-style-type: none"> ▪ The ability to negotiate with role players and arrive at a win-win situations in the best interest of GEP, the organisations supported and the negotiating party
Problem Solving	<ul style="list-style-type: none"> ▪ The ability to apply the principles of problem solving to identify and resolve complex problems in the best interest of all stakeholders

ATTRIBUTES	
COMPETENCY	DESCRIPTION
Strategic Thinking	<ul style="list-style-type: none"> ▪ The ability to think at a strategic level in all situations and eliminate operational and tactical issues
Lateral Thinking	<ul style="list-style-type: none"> ▪ The ability to apply thinking processes to different situations and transfer the competence to new situations
“Big Picture” Thinking	<ul style="list-style-type: none"> ▪ The ability to conceptualise, interpret and understand the holistic picture in a situation and the impact of the situation on the business of GEP
Honesty and integrity	<ul style="list-style-type: none"> ▪ The ability to maintain high ethical standards both personally and professionally; shows honesty and fairness when dealing with others; is reliable and trustworthy/ respects ethical and moral obligations
Judgement	<ul style="list-style-type: none"> ▪ The ability to form sound opinions and make sensible decisions

Professionalism	▪ The ability to act within the code of conduct and always maintain a professional image
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ADDITIONAL REQUIREMENTS

Tools of Trade:

Cellphone (Data Airtime)

Access to Computer

APPROVED BY 2ND LEVEL LINE MANGER

Signature: _____ Date: _____

APPROVED BY 1ST LEVEL LINE MANGER

Signature:  _____ Date: 02/08/2024

APPROVED BY JOB INCUMBENT

Signature:  _____ Date: 31/07/2024

CONFIRMED BY HR EXECUTIVE

Signature:  _____ Date: 10/09/2024