



a world class African city



Pikitup Johannesburg (Pty) Limited

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[www.pikitup.co.za](http://www.pikitup.co.za)

## Vacancy

**Closing date for applications: 12 March 2010**

**Position** : General Manager: Office of the MD  
**Department** : Office of the MD  
**Location** : Head Office  
**Level** : E1  
**Reporting to** : The Managing Director

### Key Responsibilities:

- ✚ Provide strategic management support to the Managing Director
- ✚ Analyse and interpret Pikitup Strategy
- ✚ Facilitate and co-ordinate key business planning information with all business units
- ✚ Draft business plan in line with outcomes of the strategic planning sessions
- ✚ Follow up on strategic decisions from the office of the MD
- ✚ Follow up on key decisions from the Board, EXCO and other senior management forums and ensure timely implementation thereof
- ✚ Design and implement appropriate communication strategies in partnership with the communications department
- ✚ Manage correspondence in the MD's office
- ✚ Design project management standards for Pikitup
- ✚ Monitor and evaluate implementation of corporate project management standards in Pikitup
- ✚ Report on corporate projects and research findings
- ✚ Ensure all corporate projects are within scope, time and budget
- ✚ Liaise and consult with the personal assistant to the MD on a continuous basis to ensure effective office procedures and flow of work

### Requirements and Experience:

- ✚ A tertiary qualification in related field e.g. B Engineering/ Waste Management
- ✚ Minimum of 8 to 10 years management experience with exposure to strategic and business planning process

### Skills/Competencies:

- ✚ Computer Literacy
- ✚ Information presentation and report writing skills
- ✚ Good verbal and written communication skills
- ✚ Knowledge of related legislation
- ✚ Able to work under pressure

### Particulars of advertiser:

E-mail: [recruitment@pikitup.co.za](mailto:recruitment@pikitup.co.za)

- Please quote the above position name on all correspondence relating to this circular / advert.
- **Pikitup reserves the right not to fill any vacancies.**
- **Correspondence will only be entered into with shortlisted applicants. Should you not hear from us within 30 days after closing date of the advert please consider your application unsuccessful.**
- **PIKITUP IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYMENT EQUITY PRINCIPLES AND REDRESSING THE IMBALANCES OF THE PAST, PREFERENCE WILL BE GIVEN TO SUITABLE CANDIDATES FROM DESIGNATED GROUPS**

#### Directors

P Radebe (Chairperson), Z Nkosi (Managing Director), \*C Ruiters, \*H Moeketsi, \*V Nemukula, \*S Raghubir, \*SJ Kgomo, \*D Mashika, \*A Botha, \*T Mashanda

#### \*Non Executive

B Memela (Company Secretary)

Registration Number: 2000/029899/07