



Job Profile Business Sustainability

JOB INFORMATION SUMMARY

JOB TITLE:	Executive Director: Business Sustainability
REPORTS TO:	Managing Director
OCCUPATIONAL LEVEL	Executive Management
FUNCTIONAL AREA:	Office of the Managing Director
COMPANY:	PIKITUP SOC (Ltd)
LOCATION	PIKITUP Head Office

ROLE PURPOSE

To provide an integrated strategy, planning performance monitoring, evaluation and reporting service to Pikitup. To support Pikitup in achieving strategic objectives by executing the following functions:

- Performance, Monitoring, Evaluation and Reporting
- Strategy and Planning
- Research, Development and Implementation of Special Projects

Champion the implementation of projects that seek to transform the Pikitup business performance, productivity and deliver innovative and sustainable waste management and waste disposal services.

ROLE REQUIREMENT

Essence of the role/Key Accountabilities	Key Activities / Decision Areas
<ul style="list-style-type: none"> ■ Strategy and Business Planning 	<ul style="list-style-type: none"> ■ Coordinate and facilitate cross-functional team collaborations in the formulation of Pikitup strategy and annual business plan ■ Ensure the alignment of the Pikitup strategy and annual business plan with the CoJ IDP, Strategic priorities, GDS 2040 and other strategic programmes of the CoJ. ■ Identify, analyze and recommend major strategic opportunities to Management, including strategic partnerships ■ Ensure that the Pikitup strategy and annual business plan are translated into annual operational business plans for all Departments and that performance is monitored and reported on quarterly and annually ■ Input into and comply with all CoJ strategic and business planning processes ■ Coordinate and facilitate the production of the Pikitup interrelated Annual Report.
<ul style="list-style-type: none"> ■ Performance Management, Monitoring, Evaluation and Reporting 	<ul style="list-style-type: none"> ■ Implement organisational performance management system to track Pikitup performance ■ Ensure implementation of monitoring and evaluation guidelines, protocols, information and reporting systems ■ Produce accurate and timely analyses that capture and communicate business results, variances, and performance trends ■ Monitor and collaborate with relevant Departments that services and funding relationships are robust enough to meet or exceed

ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
	<p>strategic goals and objectives</p> <ul style="list-style-type: none"> ■ Coordinate the production of monthly, quarterly and other reports, and the submission of reports to the Board, its Committees, Shareholder and other stakeholders ■ Design and implement a monitoring framework to track delivery against goals and objectives. ■ Analyse evidence and data collected under the monitoring framework for assessment of progress and areas for improvement ■ Manage the evidence or data lifecycle, ensuring timely captures, maintains, and presents evidence or data that accurately measures performance
<ul style="list-style-type: none"> ■ Special Projects, Research and Development 	<ul style="list-style-type: none"> ■ Research, planning, and implementing new programmes and protocols into Pikitup and overseeing the development of new products and services ■ Facilitate and manage the development of project business cases, project plans, establishment of project teams to implement special projects ■ Monitor and report on interdependencies between programmes and projects, and develop project and programme portfolio reporting capabilities ■ Monitoring and controlling project performance ■ Develop and monitor a project management process or methodology for Pikitup based on best practice and internal standards <p>Investigate new and innovative technologies, processes and systems for business process and performance improvement, efficient execution of waste management services, and sustainable waste disposal and environmental management</p> <ul style="list-style-type: none"> ■ Design and implement experiments to optimise new and existing services and processes. ■ Working with academic partners, and institutions to leverage the potential of applicable research
<ul style="list-style-type: none"> ■ Financial Management 	<ul style="list-style-type: none"> ■ Develop Business Sustainability budget in line with operational plan ■ Report on Financial performance of Business Sustainability ■ Monitor Business Sustainability expenditure against budget
<ul style="list-style-type: none"> ■ Transformation 	<ul style="list-style-type: none"> ■ As an executive take responsibility for shaping Pikitup operations to realize the vision and strategic direction of a transformed waste management company in line with the City of Johannesburg GDS 2040 goals
<ul style="list-style-type: none"> ■ HR Management 	<ul style="list-style-type: none"> ■ Function as integral part of the management ■ Empowering staff and mobilising resources towards areas of increasing results ■ Mentoring and coaching staff to ensure the succession process within the department ■ Identify training needs and implement PDP for direct reports

ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
	<ul style="list-style-type: none"> ■ Creating a culture of achieving success by ensuring that staff are qualified, motivated and trained ■ Initiating, directing and facilitating the creation of an environment conducive for transformation ■ Establish the relevant controlling procedure

KEY RELATIONSHIP INTERFACES
<p>Internal Key Relationships (to Pikitup):</p> <ul style="list-style-type: none"> ■ Pikitup Board ■ Pikitup MD ■ Pikitup Executives, Senior Manager ■ Pikitup Staff <p>External Relationships (with departments and other key parties):</p> <ul style="list-style-type: none"> ■ CoJ (Shareholders) ■ Pikitup Customers ■ Government departments ■ Contractors ■ Consultants ■ Research Institutions ■ Benchmarking partners

Job Specific Requirements	
Competencies (Knowledge, skills and attributes)	
Skills	
<ul style="list-style-type: none"> ■ Strong communication and diplomacy skills ■ Analysis and problem solving ■ Strategy formulation and implementation ■ Influence and collaborative skills ■ Effective verbal and written presentation at all levels ■ Report writing ■ Data analysis ■ Change Management ■ Project management ■ Application hosting management and support management 	<ul style="list-style-type: none"> ■ Integrity and Honesty ■ Strategic thinking ■ Organising & Prioritising ■ Judgement and decision making ■ Building a vision ■ Adapting and responding to change ■ Developing relationships ■ Dynamic and influential ■ Networking and collaboration

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<p>Knowledge</p> <p>State the job knowledge required</p>	<ul style="list-style-type: none"> ▪ Understanding Municipal Finance management Act (MFMA) and related regulations ▪ Knowledge of Treasury Regulations and Public Service Regulations ▪ Knowledge of industry standards, best practice and trends in the discipline
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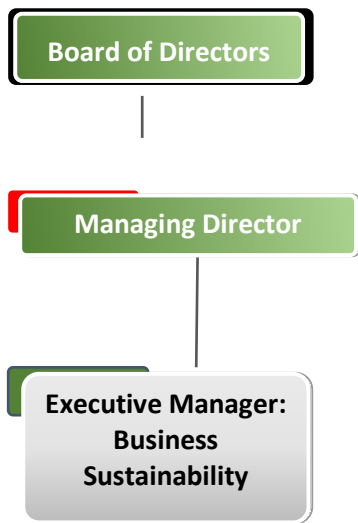
Minimum Qualifications

- Postgraduate degree in Business Management
- In-depth understanding of business planning and performance management
- A proven track record in the successful development and implementation of frameworks and models to guide the development of strategic plans and the cascading of targets to all levels in the organisation
- Qualification in Municipal Financial Management Act (MFMA), candidates who do not possess this qualification will be required to acquire it within 18 months from date of appointment

Minimum Working Experience

- 10 years relevant experience
- 8 years' senior management experience

Structure:



Job profile approved by:

<p>_____</p> <p>Name (Incumbent)</p>	<p>_____</p> <p>Signature</p>	<p>_____</p> <p>Date</p>
<p>_____</p> <p>Name (1st level Manager)</p>	<p>_____</p> <p>Signature</p>	<p>_____</p> <p>Date</p>