



City of Johannesburg Pikitup

Pikitup Head Office
Jorissen Place
66 Jorissen Street
Braamfontein
2001

Private Bag X74
Braamfontein
Johannesburg
2017
Tel:+27(0) 11 712 5200
Fax +27(0) 11 712 5322
www.pikitup.co.za
www.joburg.org.za

ADVERTISED VACANCY 07/2022

Position Number: 02/04

Position Title: Executive Manager - Business Sustainability

Employment Status: Five years fixed-term performance-based contract

Remuneration: R1 793 806.00 – R2 443 287.00

Pikitup Johannesburg (SOC) Ltd is the official integrated waste management service provider to the City of Joburg. The company is mandated to provide services throughout the seven regions. Pikitup has a staff complement of about 5000.

We are seeking for a highly qualified and motivated applicant who will contribute significantly towards the Company's vision and strategic plan. Our goal is to be the leading integrated waste management company in Africa.

The Executive Manager: Business Sustainability will report directly to the Managing Director. The applicant's core functions will be, to provide strategic support in achieving business sustainability in the organization, report to the Managing Director, Executive Management and the Board in strategy formulation, business planning & reporting.

Job purpose:

To lead and direct the Business Sustainability function with the aim to maintain an impartial, accountable, transparent and efficient Strategic Support Service within the office of the Managing Director. This role requires building and maintaining relationships with internal and external stakeholders to ensure the smooth flow of information and correspondence with relevant offices.

Minimum experience and qualifications:

- Honors Degree in Business Management/ Business Administration or equivalent relevant qualification
- MBA/MBL or relevant Masters' Degree will be an added advantage
- 10 years' executive management support experience of which at least 5 years must have been at a Senior Management/Strategic level preferably in an organization commensurate with the size of Pikitup
- Local government experience will be an added advantage
- Experience in business management processes, systems and approaches
- Knowledge of the MFMA unit standards as prescribed in Regulation 493 of 15 June 2007 and published in Government Gazette 29967 of 15 June 2007 and other relevant statutory regulations will be an added advantage
- Proven experience in leadership and governance in a large organisation in the Public or Private sector
- Track record of working with budgets, deadlines and awareness of resource and financial risks
- Implementation of control systems within the Department which minimise potential risk to stakeholders

- 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
- Ability to work under pressure in a rapidly changing environment

Key performance areas

- Coordinate and facilitate cross-functional teams to ensure the alignment of the Pikitup strategic plan and annual business plan with the City of Johannesburg (CoJ) IDP, Strategic priorities, GDS and other programmes of the CoJ
- Oversee that the strategy and annual business plans are translated into annual operational business plans for all departments and that performance is monitored and reported on quarterly and annually
- Coordinate the production of monthly, quarterly and other reports, as well as 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
- Input into and comply with all CoJ strategic and business planning processes
- Coordinate and facilitate the production of the PIKITUP interrelated Annual Report
- Research, planning, and implementing new programmes and protocols into Pikitup and overseeing the development of new products and services
- Research, develop and implement sustainability special projects to enhance the business financial performance
- Develop and monitor a project management process or methodology for Pikitup based on best practice and internal standards
- 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
- Working with academic partners, and institutions to leverage the potential of applicable research
- Drive strategy to maximize long term profits and initiatives to promote sustainability that addresses waste elimination, pollution reduction, recycling and infrastructural development and identify opportunities for green initiatives
- Direct sustainability program operations to ensure compliance with environmental or governmental regulations
- Develop and implement sustainable organisational policies, processes, practices and procedures that are in line with the relevant regulations
- Develop business sustainability budget in line with operational plan
- Monitor and report on service delivery and financial performance
- Provide an effective and comprehensive administration support service to the Managing Director and Executive Management by developing and implementing communication and administrative processes and systems
- Timeous preparation of reports and documents for meetings, ensuring that the Managing Director and EXCO is briefed ahead of time
- Participate in various shareholder meetings, internal and external forums on behalf of the company; providing timeous feedback and comments on matters affecting or concerning Pikitup
- Monitor all service delivery agreements and impose penalties for non-performance
- Conduct supplier performance monitoring
- Use relevant data to identify manageable KPIs and communicate them with leaders and team members
- Mentoring and coaching staff to ensure the succession process within the department
- Initiating, directing and facilitating the creation of an environment conducive for transformation
- Establish the relevant controlling procedures

MJV Recruitment & Consulting Agency has been appointed to handle enquiries with regards to the above positions. Candidates are required to submit updated, detailed CVs with certified copies of their ID and relevant qualifications to vacancies@mjvrecruitment.co.za, quote the relevant reference number and job title. You can visit www.pikitup.co.za / www.mjvrecruitment.co.za

NB: All applicants who meet the above-mentioned requirements are encouraged to apply. Pikitup is an equal opportunity employer committed to employment equity principles. Preference will be given to suitable candidates and cognisance will be taken of the Company employment equity in making the final decision.

Name: Ms Mashudu Ndou

Enquiries: 011 410 0010

Closing date and time: **14th August 2022 @ 12H00**

Pikitup reserves the right to appoint or not to appoint. If applicants have not heard from Pikitup within six weeks of the closing date, consider your application unsuccessful.