



### **MANAGER: OFFICE OF THE CEO**

(Executive Support Manager- 3 year contract)

The Executive Support Manager plays a vital role in facilitating the efficient and effective functioning of the office of the CEO.

#### **Tasks will include:**

This position involves providing comprehensive support to the CEO, overseeing strategy development, managing communications, engaging stakeholders, and fostering partnerships.

#### **Competency Requirements:**

- Excellent interpersonal, negotiation, networking, and communication abilities.
- Capability to effectively engage with both local and international multilateral and bilateral partners.
- Ability to lead a dialogue with partners, and identify and analyse trends, challenges and opportunities for the organisation.
- Proactive individual, driven by self-motivation, with a steadfast commitment to consistently deliver impactful and result-oriented outcomes.
- Excellent verbal and written communication skills, including the ability to craft clear and compelling messages.
- Exceptional organizational and time management skills, with the ability to prioritize and manage multiple tasks.
- Proficiency in using office software and technology for communication, presentations, and data analysis.
- Adept understanding of resource mobilization strategies, cycles, and associated activities.

- Flexibility and adaptability in a fast-paced and dynamic environment.

**Key responsibilities:**

- Contribute to the development and execution of the organization's strategic initiatives and long-term objectives.
- Formulate the stakeholder and partnership strategy, collaborating with the CEO to supervise the implementation plan aimed at enhancing SACNASP's significance within the NSI and on a global scale.
- Oversee stakeholder engagement efforts, building and nurturing relationships with key partners, clients, and stakeholders.
- Oversee and enhance corporate communication and branding initiatives.
- Collaborate in the development and execution of the resource mobilization strategy to support SACNASP's mandate.
- Work in conjunction with business units to coordinate and supervise organizational performance plans, reporting and evaluation.
- Manage the CEO's office to achieve the best use of the available resources and the time of the CEO including document review and management.
- Provide administrative support and assistance to the CEO to facilitate the efficient operation of the organization.
- Manage confidential and sensitive information with discretion and professionalism.
- Perform other duties and responsibilities as assigned by the CEO.

**The Suitable incumbent will have:**

- A minimum of Master's degree in Business Administration, Public Affairs or a related field is required.
- A minimum of five (5) years' experience in executive support, strategic management, stakeholder engagement, or a related role.
- Proven experience in supporting C-level executives and facilitating the implementation of strategic visions.
- Experience in cultivating and managing relationships with diverse stakeholders from various sectors.
- Proficiency in corporate communication and branding strategies, with a track record of enhancing an organization's visibility and image.

**Commencement:** ASAP

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To apply, forward your C.V., screening checklist and cover letter to  
hrapplication@sacnasp.org.za on or before 16 February 2024.

***These positions will comply with Employment Equity principles.  
SACNASP reserves the right not to make an appointment.***