



science, technology  
& innovation

Department:  
Science, Technology and Innovation  
REPUBLIC OF SOUTH AFRICA



### **MANAGER: OFFICE OF THE CHIEF EXECUTIVE OFFICER**

The South African Council for Natural Scientific Professions (SACNASP), the statutory and regulatory authority for the natural scientific profession, invites applications from suitably qualified and experienced candidates for the position of Manager: Office of the Chief Executive Officer.

This strategic leadership role is responsible for facilitating the efficient and effective strategic and operational functioning of the Office of the CEO. The incumbent will serve as an integrator across organisational functions, driving strategic planning, performance monitoring, governance coordination, executive support, stakeholder engagement, and organisational performance in support of SACNASP's mandate and the Natural Scientific Professions Act (Act No. 27 of 2003).

The Manager: Office of the CEO will play a critical role in supporting the implementation of SACNASP's 2025–2030 Strategic Plan by coordinating strategic initiatives, monitoring organisational performance, strengthening governance and compliance, managing executive projects, and enhancing stakeholder relationships. The role further contributes to positioning SACNASP strategically within the National System of Innovation and international networks while ensuring the effective execution of the CEO's strategic priorities.

The successful candidate will report directly to the Chief Executive Officer (CEO) and will work closely with Management, Council Committees, as well as key internal and external stakeholders.

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#### **Key Responsibilities:**

- Provide strategic support to the CEO in implementing organisational strategy and monitoring progress against strategic objectives.
- Coordinate organisational strategic planning, performance monitoring, reporting, and implementation of key strategic initiatives.
- Develop organisational performance dashboards, reports, and executive briefing documents to support informed decision-making.
- Coordinate Executive Committee (EXCO), Management Committee (MANCO), and other executive governance processes, ensuring effective follow-up of resolutions.
- Manage the operations of the Office of the CEO, including supervising staff, coordinating executive activities, and ensuring efficient service delivery.
- Lead and coordinate strategic projects and cross-functional initiatives, ensuring effective planning, implementation, monitoring, and reporting.
- Conduct research and analysis on strategic, governance, regulatory, and industry matters to support executive decision-making.
- Develop presentations, speeches, briefing notes, communication materials, and executive correspondence.
- Oversee corporate communication and branding initiatives aligned with organisational objectives.
- Build and maintain productive relationships with government departments, professional bodies, stakeholders, Council members, and strategic partners.
- Support organisational change management and transformation initiatives to improve organisational effectiveness.
- Coordinate resource mobilisation initiatives aligned with SACNASP's strategic priorities.
- Develop, review, and implement organisational policies, procedures, and governance frameworks.

- Ensure compliance with applicable legislation, governance standards, policies, and regulatory requirements.
  - Identify and manage strategic, operational, financial, and reputational risks within the Office of the CEO.
  - Manage the Office of the CEO budget and ensure sound financial management and procurement compliance.
  - Promote effective communication, collaboration, accountability, and a high-performance culture across the organisation.
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## **Minimum Requirements**

### **Qualifications & Experience:**

- Relevant Postgraduate degree (Honours) in Business Administration, Business Management, Public Relations, or related field.
- 3-5 years' experience in executive support, strategic management, governance coordination, stakeholder engagement, programme/project management, or related executive office functions.
- Proven experience in supporting executives/senior management and facilitating the implementation of strategic vision.
- Demonstrated experience in strategic planning, reporting, project coordination, and stakeholder relationship management.

### **Skills & Competencies**

#### Managerial Competencies

- Strategic planning and execution
- Programme and project management
- Executive office coordination
- Monitoring, evaluation and performance reporting
- Governance and compliance
- Policy development and implementation
- Financial management and budgeting
- Risk management
- Change and transformation leadership
- Stakeholder engagement and relationship management
- Conflict resolution and diplomacy
- People leadership and performance management

#### Technical Competencies

- Strategic analysis and organisational performance management
- Executive reporting and business writing
- Corporate governance and regulatory compliance
- Research, analysis, and policy development
- Corporate communication and stakeholder engagement
- Information and records management
- Budget planning and financial administration
- Problem-solving and analytical thinking
- Excellent presentation and facilitation skills
- Proficiency in Microsoft Office applications.

#### **Special Requirements:**

- Willingness to work extended hours when required.

Salary: Market-related

Job Type: Permanent

Commencement: ASAP

**Closing date: 31 July 2026**

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