Job Title:	CHIEF EXECUTIVE OFFICER	Job Grade	E- 5
Department/Group:	CEO OFFICE	Job Code/ Req#:	SACN/001/2023
Location:	Johannesburg	Travel Required:	Travel Required
Reports to:	Board Chairperson	Position Type:	Renewable based on performance and the operational requirements of the organisation.
Positions reporting to incumbent:	Executive Managers, Office Manager, Program Manager Innovation	Date Posted:	June 2023

Purpose of Job:

Responsible and accountable and Responsible for the overall success of the organization. Accountable and for effective executive and organizational leadership and transformative leadership in the development and implementation of Vision 2030 within the organisation. Managing the overall operations and resources of the organisation and acting as the main point of communication between the board of directors (the board) and corporate operations and being the public face of the company as well as driving a healthy and nurturing organisational culture. The CEO is appointed by the Board.

Key Roles and Responsibilities:

- Communicating, on behalf of the organisation, with shareholders, government entities, and the public. Engage with councilors and other Global and local institutions to gain successful outcomes.
- Leading the development of the organisation's short- and long-term strategy.
- Creating and implementing the organization's vision and mission.
- Evaluating the work of the other executive leaders within the organisation.
- Maintaining awareness of the legislative changes and expansion opportunities, governmental developments. Ensuring that the organisation maintains high social responsibility wherever it does business.
- Assessing risks to the organisation and ensuring they are monitored and minimized. Setting strategic goals and making sure they are measurable and describable.
- Provide leadership in the development and implementation of Vision 2023.
- Provide leadership in the development and implementation of Annual Performance Plans for the organisation.
- Develop an agile organisational performance reporting, monitoring and evaluation system to ensure organisational success.
- Ensure the effective implementation of a highly functional individual performance management system.
- Development and implement a robust revenue enhancement and cost-containment plan.
- Ensure the creation of high-performing and engaged organisational culture in the organisation.
- Drive organic and inorganic growth in respect of the revenue-generating Business Units.

Qualification and Experience requirements:

- Master's degree or equivalent in Development Studies or Urban Planning/Development or Management of Social Sciences. (a PhD will be an added advantage)
- 10 Years' experience in applied research in the urban and cities' development field.
- 10 Years' experience on Executive and Board level.
- Experience in the Public Sector especially in the local government sphere. Knowledge of the humanities, social sciences technology and skills development.
- Proven experience in negotiation value-creating partnerships across various organisational types, technology and skills development.
- Experience in multi-disciplinary environments.

Skills Requirement:

Behavioural Skills Requirement:

Leadership Skills

Must be able:

- to create a positive work environment where all staff are motivated to do their best.
- to convey confidence in a group's ability to prevail over challenges to reach its goals.
- to link mission, vision, values, goals, and strategies to everyday work.
- to see the potential in others and takes opportunities to apply and develop that potential.
- to take calculated risks or a fresh approach to improve performance or reach a challenging goal**.**
- to set clear, meaningful, challenging, and attainable group goals and expectations that are aligned with those of the organization.

Management Skills

Must be able:

- to ensure the various program's goals, purpose, and criteria for success are achieved.
- to ensure resources and skill sets among staff are available.
- to integrate the ideas and needs of stakeholders in developing feasible strategies to achieve goals.
- to obtain stakeholder acceptance of and support for the strategies.
- to evaluate progress and success against performance standards.

Planning

Must be able to**:**

- see where current trends will lead, and how they may influence the organization's direction. Foresees opportunities that will come and go.
- form and articulate a clear picture of the future the organization should strive for. Explains why that future is important and how current decisions make or break the chance to reach it.
- use a global perspective, reliably forecasts future needs and devises plans to meet those needs.
- analyze options and decisions based on long-term outcomes.
- translate the vision for the organization into clear strategies.

Change Leadership Skill

Must be able:

- to manage, lead, and enables the process of change and transition while helping others deal with the impacts.
- to recognize and communicate the potential benefits of change.
- to recognizes and manages the challenges that can accompany change.
- to encourage others to value change.
- to develop improved ways of doing things, including new approaches or methods.

Influencing Skill

Must be able to:

- obtain support from others of ideas, programs, or causes.
- actively promotes and solicits support for a program or cause. Builds credibility as a representative by demonstrating personal commitment and sharing information.
- use knowledge of audience views and interests, chooses, and employs diverse methods, tools, and resources to educate and build enthusiasm in potential partners and supporters.
- ensure others grasp the purpose and benefits of the program or cause.
- tailor messages to specific audiences to develop interest and endorsement.
- displays passion for the cause and sparks that same passion in others.

Initiative

Must be able to:

- recognize situations that warrant initiative and moves forward without hesitation; reasonably resolves issues, problems, or situations.
- take independent action to change the direction of events or to achieve positive results.

Business Development Skill

Must be able to:

- analyse opportunities for future organic and inorganic growth.
- inculcate an entrepreneurial mindset amongst executive and senior managers in the organisation.

Functional Skills Requirement:

Business Administration:
Must be able to allocate resources, plans procurement and oversees budgets and contracts to ensure fiscal stability of the organisation.

Consulting/Advising:
Must be able to provide advice and counsel; understands the need of stakeholders and implement programs.

Financial Management:
Must be able to plan and monitor the use of expenditures to meet organizational objectives and compliance.

Technical Solution Development:
Must be able to in a methodically and logical way address the stakeholder's needs.
Must be able to use innovative solutions and/or designs.

Technical Support:
Must be able to:
- understand urban development and the issues surrounding it in making SACN a relevant organisation.
- communicate effectively with municipalities and other stakeholders.
- listen to symptom descriptions, analyse problems, responds effectively, and ensure that the programs in SACN are aligned with the stakeholders needs.

Technology Management:
Must be able to:
- Use efficient and cost-effective approaches to integrate technology into the workplace and improve program effectiveness.
- Develops strategies using new technology to enhance decision making. Understands the impact of technological change on the organization.

Key Output Areas:

1. **The knowledge generation is transferred in a knowledge applications strategy and adding value to shareholders and members.**

2. **Implementation of SACN Business strategy.**

3. **Program scoping and budgeting is aligned with Strategy.**

4. **Measurement of impact of Programs on Shareholders and members.**

5. **Organizations resources are well utilized, and all vacancies and new positions filled.**

6. **Programs are implemented and progress reported to Board and stakeholders.**

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time