



**Executive: Office of the CEO
Ref: CEO 001/02/2017
(5-Years Fixed Term Contract)**

THE EMPLOYER

The **Cross-Border Road Transport Agency** is a statutory authority, established in terms of Section 4 of the Cross-Border Road Transport Act, Act No. 4 of 1998, as amended, to regulate cross-border road transport.

The position will be based at the Agency's Head Office in Menlyn. The incumbent will report directly to the Chief Executive Officer.

Job Purpose:

Overall responsibility for all functions in the Office of the CEO, including directing, controlling, coordinating and optimising resources to meet established objectives; and to deliver on agreed agenda in the Office of the CEO. Support the work of the CEO in the positioning of the C-BRTA. The incumbent will act as a liaison person between the CEO and strategic external stakeholders (i.e. Minister of Transport, Parliament, MECs of Transport, and Parliamentary Committees and cross border stakeholders). The executive will also assume executive responsibility over the following functions Risk Management, Internal Audit, Integrity Management Service, Corporate Communication and Monitoring and Evaluation.

Qualifications

- Post-graduate degree in Business Administration/ a BCom honours in Business Management or equivalent.
- A Masters in Business Administration and/or other equivalent commerce major/s will be advantageous.

Experience

- 10 years senior management experience in business administration and Project Management knowledge.
- High level exposure in the research environment will be considered as relevant.
- At least 8 years in an executive support.
- Knowledge of the transport industry and/or high level stakeholder relations exposure will be an advantage.

Competency Requirements:

- Strategic planning and reporting.
- Knowledge of government and SADC protocols.

- Ability to build inter-relationship between the Agency and external stakeholders.
- Knowledge and application of project management.
- Knowledge of SADC political, economic and protocol issues.
- Expertise in communications, research or political environment.
- Knowledge in auditing, risk management and leadership skills.
- Maturity.
- Discretion and excellent judgment.
- Ability to maintain 100% confidentiality and a heightened sense of responsibility.

Key Performance Areas

- Manage strategic relationships in the Office of the CEO;
- Engage with strategic stakeholders in the OCEO to facilitate conversations that support the achievement of the Agency's strategic objectives;
- Provide support to the CEO to ensure delivery of objectives of the Office;
- Monitor achievements and fulfillment of commitments to external stakeholders;
- Act as liaison person between the CEO, internal and external stakeholders;
- Develop and implement strategy for prevention, detection and investigation of unethical conduct within CBRTA;
- Manage Corporate communication (marketing, branding, media liaison and events coordination);
- Ensure effective risk management within the Agency;
- Oversee the work of internal audit function.

CLOSING DATE: 24 February 2017

BENEFITS: The employer offers an all-inclusive market related package.

Candidates should forward their applications and certified copies of qualifications to the Human Resources Division by email: recruitment1@cbarta.co.za

NB: Please quote the reference number in your application. Should you fail to do so, your application will not be considered.

C-BRTA reserves the right not to appoint. Shortlisted candidates will be subjected to a reference check, security clearance and criminal records check.

Please note: if you do not hear from the C-BRTA 21 days after the closing date, consider your application to be unsuccessful.