



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

EXTERNAL VACANCY CIRCULAR: 04/2019

- All qualified persons are invited to apply for the positions listed in this circular
- Only applications from employees of Pikitup will be considered for “Internal Vacancies”
- An application form and comprehensive CV(if requested) must be forwarded to the contact details mentioned in the advert
- Late applications will not be considered.
- Pikitup reserves the right not to fill any advertised vacancy.
- Only candidates who meet all the minimum requirements stipulated in the advert, will be considered.
- Only short listed candidates will be contacted. If you do not hear from us within six weeks from the closing date, please consider your application as unsuccessful.
- Pikitup is an equal opportunity employer
- Appointments will be finalised within four months from closing date on the advert.
- By completing and submitting an application for employment, you authorize Pikitup to submit your personal details to our external service providers to verify your identity, qualifications, previous criminal convictions and any other data related to inherent requirements of the post.
- Candidates who submit false or misleading information shall be automatically disqualified.

To apply, please download and complete the application form available on the vacancies page on the Pikitup website and submit your application as per the requirements on the advertisement. Please attach certified copies of your identity and qualifications. Shortlisting will be based on completed application forms so please complete all sections.

POST TITLE	DEPARTMENT	LEVEL
Manager Business Planning	Office of the Managing Director	D

PUBLISHED DATE: FRIDAY, 15 NOVEMBER 2019

CLOSING DATE: MONDAY, 02 DECEMBER 2019

REENA BUDREE
EXECUTIVE MANAGER: HUMAN RESOURCES



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

VACANCY: MANAGER: BUSINESS PLANNING AND PERFORMANCE MONITORING

Date of the advert: 17 November 2019

Closing Date for application: Monday 02 December 2019 (16h30)

Department : Office of the Managing Director
Post Title : Manager: Business Planning and Performance Monitoring
Location : Head Office
Level : D

Reference No: HR19/MBPPM/2019

Post Description

To shape the company's overall business strategy, develop strategic plan and assess the company's performance. To conduct research and data analysis to inform business decisions. The manager is responsible for the interface with all the long, medium and short-term business planning requirements and interface with the CoJ. This includes business plan development and reporting. The Manager is also responsible for the design and development of an organisational system for the setting of performance targets and managing the performance delivery of the direct reports to the MD. The manager is also responsible for all Pikitup reporting to the City.

Key Responsibilities

- ✓ Plans and directs an organization's strategic and long-term goals.
- ✓ Manages the formulation of Pikitup strategy and annual business plan.
- ✓ Ensure the realisation of the vision and strategic direction of a transformed waste management company in line with the City of Johannesburg (CoJ) GDS 2040 goals and IDP.
- ✓ Coordinates all inputs into City GDS, IDP Sustainable Service Cluster.
- ✓ Ensures alignment of the CoJ Strategy and IDP to Pikitup's strategic goals and annual business plan.
- ✓ Implements a sound management system for strategic planning and implementation.
- ✓ Provides support and insight into significant organizational changes.
- ✓ Ensures the monitoring and evaluation process of strategic initiatives within Pikitup.
- ✓ Prepares reports on company performance and Produces the Annual Report.
- ✓ Implements an organisational performance management system to track Pikitup's performance.
- ✓ Assesses the company's operational and strategic performance.
- ✓ Ensures that all service delivery agreements are clearly defined, understood and monitors the performance for them to be met.

Minimum Requirements

Minimum Qualifications

- ✓ A Bachelors' Degree in Finance, Economics or Business Administration.

Minimum Experience

- ✓ 5 years' experience in strategy management, business planning and reporting in a comparable environment.

Required Competencies

Knowledge

- ✓ An in depth understanding of the City of Johannesburg and Pikitup's mandate.
- ✓ Strong commercial understanding.
- ✓ Knowledge and understanding of Municipal Finance Management Act (MFMA) and related regulations.
- ✓ Knowledge of other applicable Regulations governing municipalities.
- ✓ Knowledge of industry standards, best practices and trends in the discipline.

Skills

- ✓ Strong communication and diplomacy skills.
- ✓ Analysis and problem solving.
- ✓ Strategy formulation and implementation.
- ✓ Exceptional Report writing skills.
- ✓ Human Resource Management skills including performance management.
- ✓ Influencing and collaborative skills.
- ✓ Advanced verbal and written presentation at all levels
- ✓ Data analysis.
- ✓ Computer skills including MS Word suite.
- ✓ Change Management.
- ✓ Project Management.
- ✓ Basic Finance and Budgeting.

Behaviours

- ✓ Attention to detail.
- ✓ Integrity and Honesty.
- ✓ Strategic thinking.
- ✓ Organising & prioritizing.
- ✓ Judgement and decision making.
- ✓ Building a vision.
- ✓ Relating and Networking.
- ✓ Adapting and responding to change.
- ✓ Developing relationships.
- ✓ Dynamic and Influential.

Preferences/Advantages

- ✓ A postgraduate degree will be an added advantage.
- ✓ 8 years' experience in strategy management, business planning and reporting will be ideal.

Interested **applicants** must please complete the application form available on the vacancies page at pikitup.co.za. For enquiries contact **Shirley Tjiane 0873571086** or **Keo Segosapelo 0873571129**. Completed application forms, CV and supporting documents should be submitted to recruit2019@pikitup.co.za by **16h30** on **02 December 2019**. No late or incomplete applications will be considered. Please ensure that the correct reference is inserted in subject line of email.

- Please quote the above position name on all correspondence relating to this circular / advert.
- Pikitup reserves the right not to fill any vacancies.
- Correspondence will only be entered into with shortlisted applicants. Should you not hear from us within **six weeks** after closing date of the advert please consider your application unsuccessful.

PIKITUP IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO EMPLOYMENT EQUITY PRINCIPLES AND REDRESSING THE IMBALANCES OF THE PAST.