

VACANCY BULLETIN: STC 02/2025
METROPOLITAN TRADING COMPANY
SHORT-TERM CONTRACT EMPLOYMENT - (STC)

Metro Trading Company has the following short-term contract opportunities for a period
NOT exceeding Twelve (12) months



Department: Metropolitan Trading Company (MTC)
Position: Executive Assistant
Salary Range: Market-Related
Division or Cluster: Office of the Chief Executive Officer (CEO)
Workplace: Braampark

Educational Requirements and Experience

- Bachelor's degree in business administration, Public Policy, or related field
- A valid driver's license is essential.
- Minimum 3–5 years of relevant experience in strategic planning, corporate development, or management consulting.
- Proven track record of successful strategy development and implementation in a complex organization
- Required to work extended hours.

Short Detailed Job Description:

- Lead the development, implementation, and review of corporate strategic plans.
- Facilitate cross-departmental strategic initiatives to ensure coherence and alignment.
- Analyze market trends, internal performance, and emerging risks to inform strategic decisions.
- Prepare and present high-level quarterly reports, policy papers, and strategic recommendations to senior management.
- Support annual business planning and budgeting processes, ensuring alignment with strategic goals.
- Establish performance metrics and monitor progress against organizational KPIs.
- Coordinate strategic communication across departments and with stakeholders.
- Conduct scenario planning and develop contingency strategies for critical business areas.
- Benchmark organizational strategies against industry best practices.
- Lead or support key transformation and change management initiatives.

A comprehensive CV, certified matric certificate and certified ID copy should be emailed
hr16@mtc.joburg.org.za

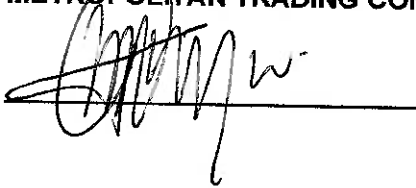
In terms of MTC's Talent Acquisition Policy, you are hereby consent to the following integrity checks should your application be shortlisted.

- Credit Record
- CV Validation and;
- Employment record verification
- Criminal check and;
- Identity document validation
- Qualification / Academic records

PUBLICATION DATE: 26 MAY 2025

CLOSING DATE: 09 JUNE 2025

CELANI MATHENJWA
CORPORATE STRATEGY AND REPORTING EXECUTIVE (ACTING)
METROPOLITAN TRADING COMPANY

A handwritten signature in black ink, appearing to read 'Celani Mathenjwa', is written over a solid horizontal line.