



PERMANENT POSITIONS

<u>Department:</u>	Metropolitan Trading Company (MTC)
<u>Position:</u>	Management Support Manager (Permanent)
<u>Salary Range:</u>	Market Related Salary
<u>Division or Cluster:</u>	Management Support
<u>Reports to:</u>	Management Support Executive
<u>Workplace:</u>	Braampark

BRIEF BACKGROUND OF METROPOLITAN TRADING COMPANY:

Metropolitan Trading Company (MTC) is an entity owned by the City of Joburg Metropolitan Municipality (the City) tasked with operating Johannesburg Broadband Network (JBN).

The aim of the JBN is to ensure the availability of affordable broadband connectivity throughout the City, which will support socio-economic development through accelerated growth, expanded productivity leading to enhanced quality of life for all. JBN is also aimed to lower the City's own operating costs whilst increasing access to telecommunications services for residents in the City. This will stimulate economic development in the City, reduce ICT costs and provide available broadband access to the industry.

The primary objectives of MTC are:

- To increase the competitiveness of existing businesses within the City.
- Increase the usage and penetration of high- speed broadband connectivity.
- Facilitate the growth and development of new and existing Information and Communication Technology (ICT) businesses.
- Improve the marketability of Joburg as an investment destination.
- Increase and accelerate access to the benefits of internet-based communication to achieve digital inclusion.
- Reduce the operating costs to the City and improve service delivery.

MTC is currently embarking on a recruitment process for the purposes of capacitating its resources to enable seamless operations.

Educational Requirements and Experience

- Degree in Business Administration or Equivalent (NQF Level 7)
- Five (5) to Eight (8) years' experience in the performance management system, Planning and Performance management system policy development.
- Communicating effectively
- Training staff on performance management process
- Planning, designing and evaluating MTC program initiatives
- Proven skills adapting and applying Performance management
- Ability to establish and maintain effective and productive working relationships within MTC
- Negotiation skills and conflict handling skills

Short Detailed Job Description:

- Researches and designs appropriate organization-wide performance and quality training.
- Coordinates performance management and quality improvement capacity building for all levels of management and employees
- Trains and certifies in-house performance and quality
- Conducts assessments and gap analysis on employee skills and training.
- Assesses various staffing needs to determine methods to address current and future conditions, including retention management, realignment, recruitment planning, and career development.
- Assists with developing training plans, identifying educational opportunities for employee development.
- May assist with change management initiatives by conducting readiness assessments, job-impact analysis, and skill and capability assessments.
- Develops a strategy for knowledge transfer activities, to include planning, implementation, and training.
- Develops knowledge sharing processes and programs that encourage learning and collaboration.
- Prepares communications to share tools and information with various stakeholders.
- Provides back-up support to department staff and quality service to department
- Strategic planning workshops: ensure that legislative and other mandates, situational analysis and strategic goals of the institution are addressed comprehensively.
- Quality assure the information contained in the strategic report.

For further information relating to Job Description and Specification, interested applicants can contact:

Contact Person: Viola Nzou
Tel No: (011) 431 1357

A comprehensive CV, certified copies of your Qualifications and certified ID copy should be emailed to:

E-Mail: recruitment1@tianaconsulting.co.za

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VACANCY CIRCULAR: **MTC RECRUITMENT 023/2018**
