

BUILT ENVIRONMENT STRATEGIC AND MANAGEMENT SUPPORT

(Total cost to Company: R 789 807.47 per annum)

The Council for the Built Environment (CBE), located in Hillcrest, Pretoria, has the above permanent position available for immediate appointment.

JOB PURPOSE:

To ensure effective strategic delivery of multiple projects and assignments in support of the Chief Executive Officer (CEO). These projects will be enablers for the CEO to execute the CBE mandate.

KEY RESPONSIBILITIES:

1. GOVERNANCE SUPPORT

- Interpret and monitor compliance of the CBE's submissions against the relevant organisational policies.
- Review alignment of documents against built environment policies.
- Advise internal stakeholders on the applicable legislative environment.
- Ensure that the organisation has an updated Risk Management profile.
- Ensure the CBE's compliance to the OHS Act 85 of 1993.
- Liaise with relevant senior departmental officials to ensure attainment of CBE goals.

2. EXECUTIVE SUPPORT

- Produce industry research papers on the built environment ecosystem.
- Lead the advisory function to ensure that the industry is governed.
- Conceptualise, develop and disseminate reports for the attention of the CEO or to relevant stakeholders.
- Take decisions of a long-term and strategic nature.
- Research, synthesise, and distil thematic information.
- Participate in strategic discussions and engagement as and when required.

- Draft briefing notes for the CEO in preparation for engagements (Council meetings, EXCO meetings, portfolio committee meetings or any important stakeholder engagements).
- Work with the Strategic Initiatives team in coordinating the CEO's campaign activities to profile the CBE.
- Work with the Strategic Initiatives team in coordinating the CEO's presentations for industry appearances.
- Maintain relationships with contacts made by the CEO and support the cultivation for continuity.
- Write acknowledgement letters from the CEO to all relevant stakeholders.
- Advocate the CBE's position on national development planning matters.
- Collaborate with the CBE's legal department in ensuring compliance with legislative prescripts relating to the built environment in SA.
- Provide professional support to all CBE councils when required.
- Ensure that the CBE's interests are presented on various forums where built environment matters are discussed.
- Plan, coordinate and develop high-quality content.

3. ADMINISTRATIVE SUPPORT

- Communicate directly, and on behalf of the CEO, with stakeholders on matters related to the CEO's programmatic initiatives on an ad-hoc basis.
- Conceptualise and execute various administrative tasks for the CEO's office.
- Manage the administration staff in the CEO's office.
- Quality assure documentation submitted for the CEO's consideration.
- Provide oversight on all correspondence, as directed by the CEO, to critical stakeholders.
- Ensure all assigned internal programmes are attended to.
- Implement trackable systems for the CEO's submissions.
- Execute the CEO's instructions to the Executive team as and when required.

MINIMUM REQUIREMENTS

- Minimum: NQF 6 qualification in any Built Environment discipline or NQF 6 qualification in Public Administration/Management or equivalent related qualification.
- Project and Programme Management Certificate, Knowledge of business content development and management will be advantageous.
- Five years' experience in programme coordination within the built environment sector or related role.
- Registration with relevant professional body is required.
- Executive support experience will be advantageous.

REQUIRED COMPETENCIES

- Understanding of the built environment landscape
- Good understanding of the OHS Act
- Presentation skills (PowerPoint and verbal)
- Project and Programme Management
- Communication skills (verbal and written)
- Excellent coordination skills
- Risk Management
- Excellent presentation skills
- Reporting
- A valid driver's license

Applications must be submitted, with a detailed CV quoting the title of the position, by e-mail to hradmin@cbe.org.za by 19 May 2023. Applicants not contacted within four (4) weeks of the closing date should consider their application unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

People with disabilities are encouraged to apply.

The CBE is committed to achieving and maintaining diversity and equity employment, especially of race, gender, and disability.