



**POSITION: CHIEF EXECUTIVE OFFICER (CEO)**

**(5 Year contract)**

**Commencement Date: 01 March 2017**

**Total Annual Remuneration Package: R1, 689, 750.00**

**JOB PURPOSE:**

The Chief Executive Officer (the CEO) provides strategic leadership, direction and guidance to the staff of the South African Human Rights Commission (the Commission) and ensures that the Commission meets its Constitutional and Legislative mandates by making sure that the Management of the Commission is efficient and effective. The CEO is an Accounting Officer of the Commission and performs duties as assigned by the South African Human Rights Commission Act (Act 40 of 2013) as well as those duties as assigned to an Accounting Officer as prescribed in the Public Finance Management Act (PFMA) (Act 1 of 1999 as amended). The CEO is accountable to Commissioners and reports to Commissioners in the performance of his/her duties, including those delegated and assigned to him/her by commissioners.

**KEY JOB RESPONSIBILITIES:**

The CEO will be responsible for the following, amongst others:

1. Providing strategic leadership, direction, and advice.
2. Overseeing the effective promotion and practice of good corporate governance and compliance pertaining to all relevant policies, legislations and regulations.
3. Overseeing the effective execution of the core work of the Commission, namely legal services, research and human rights advocacy;
4. Providing leadership and guidance and ensure that the operations of the commission support the attainment of its strategic objectives and mandate.
5. Managing day to day operational support of all of the Commission's programmes.
6. Facilitating continuous adequate resource management- human, financial and technological- to sustain the work of the Commission.
7. Monitoring and evaluating the Commission's mandate, its effectiveness and actions required to retain the Commission's international "A" status as a National Human Rights institution

8. Engage with relevant stakeholders and the media to promote the mandate of the Commission

#### **REQUIREMENTS:**

- A postgraduate degree in Law or Social Science;
- A postgraduate degree in Business Management will be an added advantage;
- At least 7 years experience in a senior management role;
- Experience in preparation and management of strategic plans, operational plans and budgets;
- Previous experience in change management processes of a Government or parastatal institution or an NGO or notable private business institution would be an added advantage;
- Knowledge and understanding of:
  - The Constitutional mandate of the Commission.
  - Constitution Act, SAHRC Act, PEPUDA, PAIA, POPI legislation and legislation relating to other Chapter 9 institutions;
  - Relevant (national and international) human rights legislation/laws, theory and practice.
  - The PFMA and Treasury Regulations.
  - Good governance Policies, practices and directives including the King Reports.
  - Management processes and practices.
  - Performance monitoring.
  - Batho Pele principles.
  - Strategic planning and impact assessment.
- Knowledge and understanding of:
  - African Union Human Rights Mechanisms;
  - United Nations Human Rights Mechanisms.

#### **KEY COMPETENCY REQUIREMENTS:**

- Strategic capability, leadership and innovative thinking;
- Financial management;
- Programme and project management;
- Problem solving, analysis and decision making ability;
- People management, empowerment, diversity and change empowerment;
- Knowledge management;
- Communication with the media;
- Honesty and integrity;
- Client orientation;

- Stakeholder management and engagement.

**POSITION: CHIEF FINANCIAL OFFICER (CFO)**

**(5 Year contract)**

**Commencement Date: 01 March 2017**

**Total Annual Remuneration Package: R1, 068,564.00**

**JOB PURPOSE**

To assist the Accounting Officer in discharging the duties prescribed in part 2 of Chapter 5 of the PFMA and the annual Division of Revenue Act and to provide strategic leadership and direction to the Corporate Service Unit of the South African Human Rights Commission.

**KEY JOB RESPONSIBILITIES**

The CFO will be responsible for the following, amongst others:

1. Providing strategic leadership, direction and advice to all divisions of the Commission in the area of development and management of budgets and finances.
2. Overseeing the development of Annual Performance Plans and Operations Plans.
3. Ensuring the implementation of the Operational Plan of the Corporate Services and Finance Divisions through the effective definition of performance targets and measures in order to evaluate success.
4. Planning, organizing and controlling activities and resources within the Finance and Corporate Services Division in an efficient and effective manner.
5. Ensuring the effective promotion and practice of Good Corporate Governance and monitoring compliance with all applicable legislations, regulations and policies.
6. Ensuring the provision of sound financial management services to the SAHRC.
7. Executing all duties of the CFO implicit and implied in the PFMA, National Treasury Regulations and GRAP.
8. Providing sound financial management advice and leadership to the SAHRC.
9. Overseeing the effective compilation of the monthly, quarterly and annual financial statements as per GRAP, PFMA and Treasury Regulations.
10. Ensuring that risk assessments are undertaken and that appropriate strategies are developed in order to address these risks.
11. Overseeing and managing functions within the Corporate Services Division (HR, IT, Supply Chain and Administration).

## **REQUIREMENTS:**

- A postgraduate Degree in Financial or Business Management or Accountancy or Auditing;
- At least 6 years experience in a senior financial management role;
- Exposure to the implementation of internal systems and controls to ensure sound financial management; Experience in the preparation and management of strategic plans, performance plans, operational plans, annual financial statements, business plans and budgets;
- A Chartered Accountancy Qualification recognized by the South African Institute of Chartered Accountants will be a distinct advantage;
- Knowledge of the PFMA and Treasury Regulations and experience in a public sector environment will be an advantage;
- Knowledge of all relevant legislation, policies and procedures;
- Knowledge of Accounting principles;
- Knowledge of government's financial processes, including budgeting and supply chain management;
- Knowledge of Generally Accepted Accounting Practices (GAAP) and Generally Recognized Accounting Practices (GRAP);
- Knowledge of International Financial Reporting Standards (IFRS);
- Knowledge of internal and external auditing requirements and standards;
- Knowledge of oversight and governance principles (The Kind III Report).

## **KEY COMPETENCY REQUIREMENTS:**

- Financial management;
- Strategic capability and leadership;
- Programme and project management;
- Problem solving and analysis
- People management and empowerment;
- Knowledge management;
- Communication;
- Change management;
- Service delivery innovation;
- Honesty and integrity;
- Client orientation and customer focus.

**POSITION: HEAD OF CORPORATE SERVICES**

**(5 Year contract)**

**Commencement Date: 01 April 2017**

**Total Annual Remuneration Package: R898, 743.00**

## **JOB PURPOSE**

To provide leadership and direction to the Corporate Services Unit and ensure the provision of effective and efficient corporate services functions relating to administration, information technology, human resources and supply chain management.

## **KEY JOB RESPONSIBILITIES**

The Head of Corporate Services will be responsible for the following, amongst others:

1. Providing leadership, direction, advice and support to the Corporate Services Programme;
2. Managing the development of annual performance plans and operational plans for the Programme;
3. Ensuring the implementation of the operational plan of the Programme through the effective definition of performance targets and measures in order to evaluate success;
4. Measuring and monitoring achievement of strategic objectives of the Programme and take corrective actions where required;
5. Assuming responsibility for the management of the budget of the Programme and ensuring that expenditure is in line with budget limits;
6. Ensuring the provision of effective human resources management services within the SAHRC;
7. Ensuring the development of the Human Resources Strategies and Plan;
8. Ensuring the alignment of the HR Plan to the strategic objectives and priorities of the SAHRC;
9. Ensuring the provision of strategic employee relations support to the SAHRC;
10. Ensuring the provision of services relating to administration and supply chain management;
11. Managing and monitoring the provision of effective records and archiving management systems and services;
12. Ensuring compliance to PFMA, PPPFA, BBBEE, and Supply Chain Management Treasury instructions and guidelines;
13. Ensuring the provision of reliable, effective and efficient information technology infrastructure;
14. Monitoring and evaluating the implementation of ICT strategies and plans;
15. Ensuring the establishment and maintenance of a sustainable and reliable network within the SAHRC.

## **REQUIREMENTS:**

- A relevant degree in Business Administration or Management;
- At least 5 years' experience in a management role, preferably within a public sector environment;
- Experience in the development and review of strategies, policies and plans;
- Experience in managing multiple functions;

- Application knowledge of the PFMA and Treasury Regulations;
- Knowledge and understanding of Preferential Procurement Policy Act and BBBEE Act;
- Understanding of the Public Service Act;
- Understanding of the GITO policies, strategies, norms and standards;
- Knowledge of the Skills Development Act, Employment Equity; Labour Relations Act, and all relevant labour legislation and prescripts;
- Knowledge and understanding of all relevant policies; processes and procedures;
- Applied understanding of the statutory and regulatory environments regarding performance monitoring, evaluation and reporting.

#### **KEY COMPETENCY REQUIREMENTS:**

- Financial management;
- Strategic capability and leadership;
- Programme and project management;
- Problem solving and analysis
- People management and empowerment;
- Knowledge management;
- Financial Reporting;
- Change management;
- Service delivery innovation;
- Honesty and integrity;
- Client orientation and customer focus.

Kindly submit a one page cover letter and CV to [zasahrc@deloitte.co.za](mailto:zasahrc@deloitte.co.za) by 15h00 on **31 October 2016**. Please note that candidates will be required to undergo competency assessments and subject themselves to security clearance procedures.

*\* Appointment will be done in line with the Commission's Employment Equity Plan.*

*\*Only shortlisted candidates will be invited for interviews.*

*\* The Commission reserves the right not to make an appointment.*

For further details on the positions advertised, please visit the **SAHRC** website: [www.sahrc.org.za](http://www.sahrc.org.za)

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