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The Sishen Iron Ore Company-Community Development Trust (SIOC-CDT) was established in 2006 by Kumba Iron Ore Limited, to invest in the development of the communities in which the company operates. The Trust focuses primarily on beneficiary communities adjacent to the Sishen Iron Ore Company's (SIOC) mining activities in the Northern Cape and Limpopo and invests significantly in community development projects aimed at ensuring sustainability beyond mining operations.

The organisation reserves the right not to fill this position.

Programme Manager: Enterprise Development (Fixed-Term period of 5 years)

(Total package: Market Related salary)

Centre: Kathu and Thabazimbi

Job Summary

Reporting to the Head of Projects, the incumbent in this role will drive design and implementation of high impact and sustainable community-based Enterprise Development projects in line with an appropriate approved strategy.

Key performance areas:

Strategy:

Provide input in the review of SIOC Community Development Trust (SIOC-cdt) Social Investment Strategy • Lead the development of an appropriate Enterprise Development strategy in accordance with the Social Investment Strategy and the requirements of the SIOC-cdt beneficiary communities.

Portfolio management:

Develop an appropriate Enterprise Development projects pipeline that should be approved by the Board of Trustees • Ensure that appropriate studies are completed for each new Enterprise Development project to justify investment in terms of impact and sustainability • Design, package and submit for approval, Enterprise Development project funding proposals to relevant governance structures of the Trust • Lead the implementation, working with selected service providers, of identified individual high impact and sustainable Enterprise Development projects per approved projects pipeline. This should be done per planned time, budget and quality standards agreed in the approved project funding proposal • Work closely with the Procurement Office to ensure all projects procurement is done in line with SIOC-CDT Supply Chain Management Policy and other relevant governance processes and policies including new vendor applications as they relate to enterprise projects implementation • Convene monthly Portfolio Steering Committee meetings ensuring that appropriate reports are compiled for committee

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members on project health and impact • Ensure that decisions taken at Portfolio Committee meetings that relate to the Enterprise Development portfolio are implemented timeously.

Financial management:

Implement and effectively manage approved budgets (projects and administration) • Identify and develop processes to increase efficiency and reduce cost drivers in specific function • Continuously review costs vs benefits, reporting variances • Recommend and implement remedial action within span of control to minimize variances • Manage project service provider payments by submitting invoices to finance for timeous payment

Stakeholder Relationships:

Build and maintain healthy, diverse internal and external relationships to ensure achievement of the Enterprise Development portfolio goals • Implement remedial actions where required • Provide specialized technical/professional support to internal and external stakeholders to ensure achievement of functional and organizational objectives • Develop a database of possible credible, capable and experienced implementation and other partners (including local business forums) for Enterprise Development solutions to community challenges.

People Management:

Manage Enterprise Development team, within policies and procedure to ensure achievement of standards/objectives • Provide input into workforce planning and implement approved Labour Plans to ensure that the team is suitably staffed to achieve portfolio objectives • Plan, organise, lead and control subordinate activities to ensure Enterprise Development objectives are met or exceeded • Manage people development initiatives and people development processes such as performance management, succession planning and talent management to meet performance standards • Agree and implement own and subordinated development plans. Coach team and create a pro-learning environment. Assess team development needs and close gaps.

Governance, Compliance and Risk Management:

Contribute to the development and continuous improvement of organisational standards, policies and procedures within span of control and monitor implementation to ensure full compliance • Monitor and ensure adherence to statutory regulations, organisational standards, policies, and procedures • Ensure remedial actions and regular communication of new statutory regulation, organisational standards, policies and procedure to ensure full awareness amongst employees and contractors.

Requirements and Attributes:

Relevant NQF Level 8 Honours/ 4 years Degree/ Postgraduate Diploma in Business/ NQF Level 6 Diploma/ Advance Certificate in Project Management or equivalent qualifications • Community development projects environment - Operational (5 years) • Community development projects environment – Supervisory (3 years) • Knowledge and understanding of relevant legislation (i.e. Broad

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Based Black Economic Empowerment Act (BBBEE) and B-BBEE Codes of Good Practice and related sector Charters and Codes) • Experience in SMME Development • Proficient in full MS Office package (Ms Word, Excel, PowerPoint) • Be able to respond well to pressure • Own reliable transport and flexibility to travel is required • Valid EB or Code 8 Drivers License is essential • Fluency in Setswana • Being able to work under pressure and available to work on weekends when required • Communicates sensitively, effectively and creatively across different constituencies.

Competencies Required:

Stakeholder Engagement • Project Management • Problem solving • Planning • Organising • Strong knowledge of commodity markets • Excellent Communication • Good Presentation skills • Interpersonal and networking skills • Negotiation skills

Applications

For applications stating the name of the position, please forward your CV, certified qualification copies (A SAQA certificate of evaluation must accompany foreign qualifications) to hr@sioc-cdt.co.za

Correspondence will be limited to applicants only. If you do not hear from us within 10 days after the closing date, please note that your application was unsuccessful.

Enquiries: Thandiswa Matose in HR at (066 300 6038)

Closing date: 8th December 2020

