



Job Profile Executive Manager: Business Sustainability

JOB INFORMATION SUMMARY	
JOB TITLE:	Executive Manager: Business Sustainability
REPORTS TO:	Managing Director
PROPOSED PATERSON JOB GRADE:	E5/TASK 23
OCCUPATIONAL LEVEL	Executive Management
FUNCTIONAL AREA:	Office of Managing Director
COMPANY:	PIKITUP SOC (Ltd)
LOCATION	Pikitup Head Office Johannesburg

ROLE PURPOSE
<p>To lead and direct the Business Sustainability function with the aim to maintain an impartial, accountable, transparent and efficient Strategic Support Service within the Office of the Managing Director. This role requires building and maintaining relationships with internal and external stakeholders to ensure the smooth flow of information and correspondence with relevant office.</p> <p>The Executive Manager: Business Sustainability will report directly to the Managing Director and will be responsible for support services to the Managing Director, Executive Management and the Board in strategy formulation, business planning and reporting.</p>

ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
<ul style="list-style-type: none"> Business Planning 	<ul style="list-style-type: none"> Develop marketing plans or strategies for environmental initiatives. Develop, implement and champion the implementation of special projects that seeks to transform Pikitup business performance, productivity and profitability; Develop methodologies dedicated to reducing the company's carbon footprint in compliance to the environmental regulations set by the government; Ensure that the Pikitup strategy and annual business plan are translated into annual operational business plans for all Departments and that performance is monitored and reported on quarterly and annually; Input into and comply with all CoJ business planning processes; Coordinate and facilitate the production of the Pikitup interrelated Annual Report; Develop innovative technical solution to reduce waste and cutting costs and methods to increase employees safety by reducing work related risks such as illness and injuries.
<ul style="list-style-type: none"> Strategic Management 	<ul style="list-style-type: none"> Drive strategy to maximize long term profits and initiatives to promote sustainability that addresses waste elimination, pollution reduction, recycling and infrastructural development and identify opportunities for green initiatives;



ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
	<ul style="list-style-type: none"> Coordinate, facilitate cross-functional teams to ensure the alignment of Pikitup strategic plan and annual business plan with the City of Johannesburg IDP, Strategic priorities, GDS 2024 and other programmes of the CoJ; Identify, analyze and recommend major strategic opportunities to Management, including strategic partnerships; Input into and comply with all CoJ strategic planning processes.
<ul style="list-style-type: none"> Capital Infrastructure Planning & Execution 	<ul style="list-style-type: none"> Evaluate and approve proposals for sustainability projects, whilst considering factors such as cost effectiveness, technical feasibility, and integration with other initiatives; Design and implement experiments to optimise new and existing services and processes; Implement organisational performance management system to track Pikitup performance; Ensure implementation of monitoring and evaluation guidelines, protocols, information and reporting systems.
<ul style="list-style-type: none"> Project Management 	<ul style="list-style-type: none"> Facilitate and manage the development of project business cases, project plans, establishment of project teams to implement special projects; Monitor and report on interdependencies between programmes and projects, and develop project and programme portfolio reporting capabilities; Monitoring and controlling project performance; Develop and monitor a project management process or methodology for Pikitup based on best practice and internal standards.
<ul style="list-style-type: none"> Research & Development 	<ul style="list-style-type: none"> Research, planning, and implementing new programmes and protocols into Pikitup and overseeing the development of new products and services; Research, develop and implement sustainability special projects to enhance the business financial performance; Investigate new and innovative technologies, processes and systems for business process and performance improvement, efficient execution of waste management services, and sustainable waste disposal and environmental management.
<ul style="list-style-type: none"> Knowledge Management 	<ul style="list-style-type: none"> Working with academic partners, and institutions to leverage the potential of applicable research.
<ul style="list-style-type: none"> Organisational Performance Management 	<ul style="list-style-type: none"> Produce accurate and timely analyses that capture and communicate business results, variances, and performance trends; Monitor and collaborate with relevant Departments that services and funding relationships are robust enough to meet or exceed strategic goals and objectives; Coordinate the production of monthly, quarterly and other reports, and the submission of reports to the Board, its Committees, Shareholder and other stakeholders; Design and implement a monitoring framework to track delivery against goals and objectives; Analyse evidence and data collected under the monitoring framework for assessment of progress and areas for improvement;



ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
	<ul style="list-style-type: none"> Manage the evidence or data lifecycle, ensuring timely captures, maintains, and presents evidence or data that accurately measures performance.
<ul style="list-style-type: none"> Compliance & Risk 	<ul style="list-style-type: none"> Develop methodologies dedicated to reducing the company's carbon footprint in compliance to the environmental regulations set by the government; Conduct sustainability or environmental related risk assessment; Identify business risks that the company is exposed to and implement appropriate risk management strategies; Ensure that the organisation is adequately report on risk management; Implement appropriate risk management strategies in Business Sustainability; Report on risk management.

KEY RELATIONSHIP INTERFACES
<p>Internal Key Relationships (to Pikitup):</p> <ul style="list-style-type: none"> Pikitup Board of Directors Managing Director Executive and Senior Managers Pikitup Staff <p>External Relationships (with departments and other key parties):</p> <ul style="list-style-type: none"> CoJ (Shareholders) Pikitup Customers Government departments Contractors Consultants Research Institutions Benchmarking partners

Job Specific Requirements	
Competencies (Knowledge, skills and attributes)	
Skills	Technical / Professional Expertise
<ul style="list-style-type: none"> Strong communication and diplomacy skills Analysis and problem solving Strategy formulation and implementation Influence and collaborative skills Effective verbal and written presentation at all levels Report writing Data analysis Change Management Program and Project management 	<ul style="list-style-type: none"> Integrity and Honesty Strategic Thinking Organising & Prioritising Judgement and decision making Building a vision Adapting and responding to change Developing relationships Dynamic and influential Networking and collaboration

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<ul style="list-style-type: none">• Application hosting management and support management• Finance Management• HR Management• Strategic direction and Leadership• Governance Leadership	
Knowledge: <ul style="list-style-type: none">• Understanding Municipal Finance management Act (MFMA) and related regulations• Knowledge of Treasury Regulations and Public Service Regulations• Knowledge of industry standards, best practice and trends in the discipline	

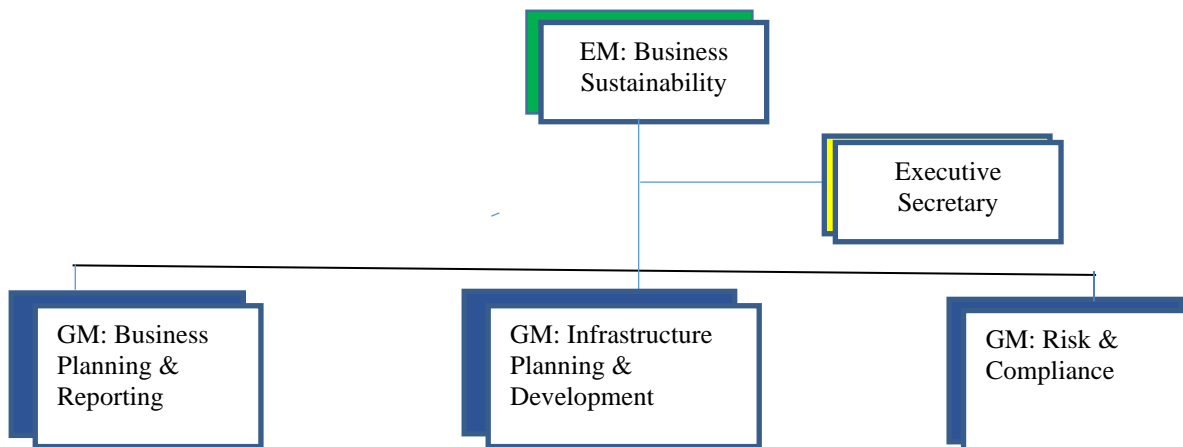
Minimum Qualifications

- Honours degree in Business Management or equivalent relevant qualification
- MBA will be an added advantage
- Qualification in Municipal Financial Management Act (MFMA), candidates who do not possess this qualification will be required to acquire it within 18 months from date of appointment.

Minimum Qualifications

- 10 years' relevant experience
- At least 5 years' experience at senior management level
- In depth understanding of operations
- Experience in the senior management of large core service of a City or large municipality is preferable
- Understanding project management.

STRUCTURE





Job profile approved by:

Name (Incumbent)

Signature

Date

Name (1st level Manager)

Signature

Date

Name (2nd level Manager)

Signature

Date