

Job Profile Senior Manager: Waste Minimisation



JOB INFORMATION SUMMARY	
JOB TITLE:	Senior Manager: Waste Minimisation
REPORTS TO:	Chief Operations Officer
JOB GRADE:	D4/T17
OCCUPATIONAL LEVEL	Management
FUNCTIONAL AREA:	Operations – Waste Minimisation
COMPANY:	PIKITUP SOC (Ltd)
LOCATION	Pikitup Head Office Johannesburg

Role Purpose

To promote, develop, implement, support and monitor waste management programmes internally and with communities.

Role Requirement

Essence of the role/Key Accountabilities	Key Activities
a) Promotion of integrated waste management within the community	<ul style="list-style-type: none"> Analyse the various waste streams; Identify suitable candidates for the implementation of integrated waste management programs; Initiate integrated programs in suitable business and communities; Promote the concept of Waste Minimisation clubs within communities and business; Initiate waste minimisation programs at special events/special projects and functions; Liaise with waste recyclers and recovers to provide services to community functions; Capacitate operational personnel to implement waste minimisation programs; Initiate waste minimisation (separation at source) at community level.
b) Facilitation of the establishment of community recycling and resource recovery facilities	<ul style="list-style-type: none"> Evaluate proposals from community members and recommend support to be provided; Identify suitable areas for the establishment of community based recycling initiatives; Liaise with community members regarding the implementation of recycling initiatives; Liaise with SHE Manager regarding the impact assessments; Liaise with recycling companies to assist with the establishment of recycling initiatives.
c) Promotion of community participation in waste management activities	<ul style="list-style-type: none"> Initiate community programs to promote participation in waste management initiatives; Facilitate and co-ordinate community activities;

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Role Requirement	
Essence of the role/Key Accountabilities	Key Activities
	<ul style="list-style-type: none"> • Present training sessions on waste management issues to community members; • Prepare information brochures and pamphlets to disseminate information within communities regarding waste minimisation practice.
d) Monitoring of the effectiveness of waste minimisation programs	<ul style="list-style-type: none"> • Attend meetings with community groups; • Gather statistics regarding participation and waste diverted from the waste stream; • Undertake audits of facilities.
e) Projects and research related to waste minimisation	<ul style="list-style-type: none"> • Develop project management plans; • Undertake research using various sources of information, pilot programs and modelling; • Prepare reports on outcomes of the projects; • Present findings and results of projects and research.
f) Information Management	<ul style="list-style-type: none"> • Compile statistics and reports regarding waste recycled; • Maintain records and minutes of meetings; • Implement document control system; • Place posters with regard to waste minimisation activities within the organisation; • Distribute pamphlets, booklets and flyers describing the waste minimisation services offered in the organisation; • Compile and maintain information boards giving information on waste minimisation progress and statistics.
g) Projects	<ul style="list-style-type: none"> • Support and advise on internal projects; • Support all events within the City in relation to waste management (e.g. 2009 Confed Cup and 2010 World Cup); • Co-ordinate separation at source programs
h) Supervision/Management of Employees and staff Development	<ul style="list-style-type: none"> • Supervise staff through informal and formal discussions; • Manage staff performance through implementing the performance management system and using it as fully as possible; • Conduct needs analysis discussions based on performance appraisals and determine staff training needs; • Maintain an open-door policy with regard to subordinates to empower them to seek assistance and motivate them when required; • Comply with internal staff regulations and HR related legislation; • Provide ongoing training and development; • Counsel and discipline staff if required.

KEY RELATIONSHIP INTERFACES

Internal Key Relationships (to Pikitup):

- Managing Director
- Chief Operations Officer
- Executives
- Pikitup Board
- Regional Managers
- Landfill Sites Managers

External Relationships (with departments and other key parties):

- National and Provincial Government
- City of Joburg (CoJ)
- Community members

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Job Specific Requirements	
Competencies (Knowledge, skills and attributes)	
Skills	Behaviours
<ul style="list-style-type: none"> • Strong communication and diplomacy skills • Analysis and problem solving • Strategy formulation and implementation; • Report writing skills • Human Resource Management skills including performance management • Conflict Management including negotiation and mediation • Influencing and collaborative skills • Effective verbal and written presentation at all levels • Report Writing • Computer skills including MS Word suite • Change Management • Project Management • Basic Finance and Budgeting 	<ul style="list-style-type: none"> • Integrity and Honesty • Strategic thinking • Organising & prioritising • Judgement and decision making • Building a vision • Relating and Networking • Adapting and responding to change • Developing relationships • Dynamic and Influential
<p>Knowledge: State the job knowledge required</p>	<ul style="list-style-type: none"> • Strong commercial understanding • Knowledge and understanding of Municipal Finance Management Act (MFMA) and related regulations • Knowledge of Treasury Regulations and Public Service Regulations • Knowledge of the South African Auditing Standards • Knowledge of Fleet and Logistics Management • Knowledge of South African labour legislation • Knowledge of industry standards, best practices and trends in the discipline

Qualifications	
Minimum	Ideal
<ul style="list-style-type: none"> • Bachelor degree with majors or modules in waste management, waste minimisation, environmental science/management or environmental engineering other relevant discipline 	<p>A relevant postgraduate degree</p>

Experience	
Minimum	Ideal
<ul style="list-style-type: none"> • 6 years' relevant experience in waste management • Three years management experience 	<p>8 years relevant experience in waste management Experience working in local government</p>

Job profile approved by:

Name (Incumbent)

Signature

Date

Name (1st level Manager)

Signature

Date

Name (2nd level Manager)

Signature

Date