

Job Details

Job Title	Administrator: Collections, W&R
Division	Risk Management
Unit	Risk Management
Remuneration	451 586,00
Job Type Classification	Permanent
Location – Country	South Africa
Location – Province	Gauteng
Location - Town / City	Centurion
Email CV to	recruitment@tianaconsuling.co.za
Closing date	18 March 2025

MAIN PURPOSE OF THE JOB

To provide a business administrative support function through the coordination of various strategic initiatives and operations management interventions thereby supporting the Executive and the team to achieve effective and efficient application of resources.

To provide professional office support/administration services to the EM: Collections & WRD. Facilitate operational efficiency and assist the EM to achieve strategic and tactical objectives. To manage the administrative requirements of the office of the EM and assist with scheduling, planning and coordinating all Divisional administration activities

To support the Executive and the business unit team with various activities with particular emphasis on Business Planning, Performance Management, Project Coordination, Risk Management, Change Management, Operational and Administrative functions while facilitating proper governance and compliance to legislation and best practice within the framework of the Land Bank's policies and guidelines.

Key Performance Areas

1. Business Administration at Divisional level

In liaison with the Executive coordinate various business planning and strategic initiatives and projects on behalf of the various Departments within the Division. These include amongst others the following:

- Coordinate the development and implementation of the corporate plan and Divisional plan to execute agreed strategic objectives
- Work with team members and secures cooperation from colleagues and divisional team members to implement key strategies, projects and initiatives as identified for the division.

- Coordinate, monitor, track and report on these strategies and initiatives
- Coordinate and manage the development of the Divisional budget and resources – short and long term and ensure alignment to the Divisional plan

2. Coordination and Preparation for Meetings, and Engagements

- Prepare the divisional annual calendar
- Engage with Executive's direct reports and prepare the agenda for the Management Committee (Manco)
- Track all resolutions and action items arising from the Manco meetings
- Coordinate and/or prepare any required concept documents, reports, memos, letters and presentations on behalf of the Executive/Heads as and when required.
- Prepare content for and presentations on behalf of the Executive or other team members aligned to the Land Bank brand
- Coordinate external stakeholder communication
- Monitor implementations of resolutions and ensure follow through actions are completed
- Follow up on action items and ensuring that all actions are done by the agreed deadline.

3. Operational and Divisional Efficiencies

- Proactively support the Executive with specific reference to the following:
- Establish and implement effective business administration functions, set up and maintain systems processes and procedures that will contribute towards improving efficiencies and improve the stakeholder experience
- Manage the effective flow of information and documents across the division down to implementation level
- Monitor and evaluate efficiencies and identify opportunity for enhancements
- Champions new ways of delivering services that contribute to the improvement of processes to achieve organisational and divisional goals
- Act as the Budget Controller for the Executive, monitor and report on variances concerning the budget.
- Assist with the coordination and monitoring function and may contribute to budget compilation to support the business Heads.
- Monitor and evaluate expenditure and procurement of services in line with budget and policy directives
- Prepare the relevant documents for the procurement of professional services on behalf of Executive as and when required and in accordance with policy and monitor performance against agreed terms and conditions.

4. Risk, Governance and Ethics Management

- Represent Division as a Risk champion.
- Monitor aspects related to business continuity and Enterprise Risk Management.

- Identify potential risks within areas of responsibility and make recommendations to mitigate identified risks.
- Updating risk register and tracking progress
- Incident management report
- Implements innovative service delivery options in own section

5. Project Management

- Plan, manage, monitor and evaluates activities around designated projects in order to support the delivery of desired outputs and outcomes.
- Monitor and track project goals and objectives and progress within prescribed time frames and funding parameters.
- Coordinate high level meetings and events in collaboration with the relevant support divisions related to the project

6. Divisional Performance Reporting

Compiles divisional Performance Reporting to:

- Implement business unit performance monitoring processes
- Assist the Executive to develop appropriate management analytic processes that enable effective reporting on the business performance at divisional level
- Coordinate the periodic performance review sessions and coordinate and provide input into the development of the balance scorecard and defining performance measures and benchmarks to evaluate success
- Coordinate the performance reporting process and the reporting of the divisional and business unit performance against agreed strategic and operational objectives as per the reporting requirements and Land Bank standards
- Package the performance reports for submission to various stakeholders.

Preferred Minimum Education and Experience

- National Diploma in Office Management / Administration or Secretarial
- 5-8 years Relevant work experience as an Administrator

Critical Competencies

- Analytics (relevant to the function)
- Legislation
- Strategic Report Writing
- Microsoft Office
- Project Management Principles
- Financial Principles
- Strategic Planning and Processes
- Governance and Risk

Additional Requirements

- Extended hours as and when required