

## STAFF REQUISITION

<b>Department</b>	<b>Supply Chain Management</b>									
<b>Permanent</b>		<b>Temporary</b>	x	<b>Replacement</b>		<b>New Post</b>		<b>Budgeted</b>	<b>Yes</b>	
<b>No. Required</b>	1	<b>Designation</b>	<b>Transformation Specialist</b>						<b>Grading</b>	
<b>Salary Range</b>				<b>Starting Date</b>	<b>As soon as possible</b>		<b>Cost centre</b>			
<b>Recruitment Method</b>	<b>External</b>									

### Key Performance Areas

#### 1. Lead transformation within the organisation

- Manage Company's B-BBEE verification process.
- Contribute to the development, alignment and implementation of the Company's strategic transformation and EE plan.
- Manage the B-BBEE scorecard across business activities and optimise opportunities for each pillar.
- Manage all annual submission and related administration for the portfolio.
- Provide guidance and play an active advisory role to business on Employment Equity, Diversity, Enterprise development and preferential procurement.

#### 2. Manage and update the B-BBEE system.

- Designing and Implementing B-BBEE Transformation strategies.
- B-BBEE Consulting.
- B-BBEE Presentations and Report writing.
- Identify enterprise development opportunities and develop an enterprise development strategy to support the telecommunication industry.
- Conduct B-BBEE audits, provide recommendations on findings and write reports
- Provide inputs in formulation of policies, practices and processes that affect B-BBEE within Company.
- Monitor and report B-BBEE spending against targets set up for various departments and divisions, including ensuring the accuracy of such information.
- Conduct pre-tender and post-tender briefings for suppliers.
- Advise project managers, external stakeholders and authorisation committees with regard to the interpretation of Company's B-BBEE Policy and B-BBEE Practice.
- Advise on the sourcing and selection of strategic B-BBEE suppliers for acquisition projects, including the evaluation of tenders.
- Provide B-BBEE training to employees and suppliers on the revised B-BBEE Codes of Good Practice.

#### 3. Employment Equity

- Design, implement and monitor the Employment Equity Plan.
- Help develop EE reporting and monitoring tool

#### **4. Tangible transformation initiatives**

- Human Resources theory (OD, Change Management, Managing Culture, People Management and Development etc.)

#### **5. Skills**

- Communication skills (verbal and written)
- Presentation skills
- Exceptional professional, interpersonal and communication skills (written and verbal)
- Planning and organising skills
- Consulting, influencing and negotiation skills
- Analytical skills to deliver appropriate solutions
- Ability to write qualitative and quantitative reports
- Accuracy of records kept
- Ability to analyse data

#### **6. Computer literate – essential**

- Computer literate with excellent MS Word, Excel and PowerPoint skills

#### **7. Time management**

- Ability to prioritise and co-ordinate multitude of tasks
- Ability to work under pressure and good attention to detail
- Ability to manage own time and ensure that deadlines are met with limited

#### **Required Qualifications and Experience:**

- Matric plus Relevant Business/HR Degree
- Certification in B-BBEE Management Development Programme would be an added advantage
- 5 years proven track record of experience with the B-BBEE rating process preferable obtained at a B-BBEE rating agency
- Experience in the successful implementation of transformation strategies is required • Extensive and in-depth knowledge of the Labour legislation governing the business area i.e. LRA, EEA, B-BBEEA, BCEA
- Experience with a B-BBEE Scorecard Information System

#### **Key Attributes**

- Self-motivated
- Resilient
- Flexible
- Organised
- Team player
- Quality conscious

