

 South African Bureau of Standards	Role Profile Checklist			
	Author:	Specialist: OD SABS	Issue Date:	May, 2021
	Approver:	SABS Board	Review Date:	May, 2024
	Profile Name:	Chief Executive Officer	Issue No:	1

ROLE PROFILE

PROFILE INFORMATION	
JOB TITLE	Chief Executive Officer
GRADE	TBC
DIVISION	Office of the CEO
SUB DIVISION	Office of the CEO
LOCATION	Pretoria
PURPOSE STATEMENT	
To provide overall leadership, integration and coordination in the execution of the SABS and subsidiaries mandate and strategy to drive growth and quality service delivery, and ensure that the SABS and its subsidiaries fulfills all legislative, regulatory and statutory obligations.	
ROLE RELATIONSHIPS WITHIN THE ORGANISATION	
2ND LINE MANAGER (2ND LEVEL)	dtic
1ST LINE MANAGER (1ST LEVEL)	Board of Directors
ROLE	Chief Executive Officer
SUBORDINATE (1ST LEVEL)	Chief Financial Officer Chief Operations Officer Chief Corporate Services Officer Head: Strategy, Stakeholder & Media Relations Head: Internal Audit & Accreditation Head: Compliance, Risk & Legal Services Company Secretary Executive Assistant
SUBORDINATE (2ND LEVEL)	Finance division Group Operations division and sub-divisions Corporate Services division Office of the CEO division

Employee's Initials

Manager's Initials

ROLE CONTENT		
The following list of Key Performance Areas (KPA) and activities are not exhaustive. SABS may instruct the employee at any time to carry out additional duties or responsibilities, which may fall reasonably within the ambit of the job, or in accordance with operational requirements.		
KPA: What the area of responsibility includes		
Role Activities: What activities and related outputs that are required to implement the KPA		
Weight: What amount of time is reasonably spent on the implementation of the KPA		
KEY PERFORMANCE AREA	ROLE ACTIVITIES	WEIGHT

Employee's Initials

Manager's Initials

Strategic Leadership	• Lead the overall development, management and execution of the SABS strategy and lead the conceptualization of the strategy, policy and decision-making direction of the organisation to ensure the successful execution of the SABS and subsidiaries mandate. • Oversee the develop and execution of all Operational Plans to meet capacity and requirements in line with the overall strategic plans and deliverables and ensure the conversion of divisional operational plans into business activities and objectives to attain growth targets and performance standards. • Set and drive comprehensive strategic goals and objectives for high-performance and growth to support SABS and subsidiaries strategy and objectives. • Direct a comprehensive business and financial strategy and revenue growth framework in the organisation in order to drive performance, improve profitability and ensure organisational sustainability. • Lead the establishment, review and monitoring of key performance indicators related to the strategy and business plans, recognize and identify areas for internal improvement and develops plans for implementation. • Drive the implementation of remedial measures on all audit and accreditation findings and deficiencies. • Oversee all strategic initiatives across the SABS and subsidiaries to ensure that their conception and implementation supports the organisation's strategic objectives and mandate. • Lead the development of market segments and prioritise actions to achieve the set mandate • Drive the vision, mission and culture of the SABS and subsidiaries • Drive the creation of institutional mechanisms to support organisational strategy and growth • Ensure that the organisation is change ready to deliver on the SABS and subsidiaries strategy and Department of Trade, Industry and Competition's requirements. • Provide leadership and develop a strong team environment committed to the organisation's mission, values and objectives in a manner that instils trust and credibility within internal and external stakeholders. • Ensure business growth by driving the development of new product offerings into existing markets and new markets with the ultimate goal of achieving self-funding status. • Ensure synergy between organisational development and design in response to competitor's structure, pricing and service offerings. • Lead and drive the building and positioning of a credible brand and image of SABS nationally, regionally and internationally. • Drive a culture of innovation, positive disruption and integration among the various SABS divisions	40%
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Employee's Initials

Manager's Initials

Risk and Compliance Management	• Ensure compliance with Board resolutions, Companies Act, King IV as amended and other policy directives, regulations and legislation. • Drive the development of an organisational risk management strategy, tools, practices, and policies for the SABS to analyze and report risks in line with the overall strategy. • Ensure the management of risks according to the Risk Management Framework and applicable prescripts, and lead the effective monitoring and evaluation of risk related activities. • Lead the application of fraud controls and risk prevention principles and implement sound governance and compliance processes and tools to identify and manage risks. • Lead the coordination and maintenance of quality risk management in line with accreditation and regulatory requirements. • Monitor changes in the regulatory environment and ensure that appropriate operational controls are implemented to address new requirements across all divisions. • Ensure the minimisation of business risk within tolerance levels and ensure business continuity • Ensure adherence across the organisation to all relevant laws, policies and Standard Operating Procedures. • Lead compliance with national legislation and SABS specific policies and procedures, including the Code of Ethics.	15%
Financial Management	• Oversee the planning and compilation of the SABS and subsidiaries annual budget aligned to the operational and strategic delivery plans to support the implementation of set objectives. • Monitor and course-correct the overall financial performance and improvement of efficiency in service delivery within the SABS and subsidiaries. • Oversee the development of financial plans, forecasts and budgets that will be used to initiate, drive and implement all strategic and operation initiatives in line with the business strategy. • Oversee the deployment of proper financial controls to manage the overall budget and drive the effective implementation, management, and monitoring of the organisational financial resources. • Ensure the compilation and submission of accurate financial data in accordance with prescribed guidelines, standards and formats.	15%

Employee's Initials

Manager's Initials

People Management	• Drive human capital management through providing clarity of vision; prioritising resources; facilitating alignment of the team; managing non-performance, driving a customer-centric performance culture, setting appropriate KPA's and oversee the cascading thereof throughout SABS and subsidiaries and driving their achievement; inspiring commitment; encouraging mutual support; and enabling development opportunities • Lead and cultivate an environment where employees respect and adhere to company standards of integrity and ethics by integrating these values into all processes, procedures and practices. • Drive the achievement of transformational objectives as set by the organisation and regulations. • Be the overall change champion for all SABS and subsidiaries change, diversity and culture programmes. • Drive the implementation of a learning and performance culture within the SABS and subsidiaries. • Drive the determination of staffing requirements, and ensure recruitment and retention of high performing individuals. • Drive the implementation of an effective performance management system and ensure the management of employee performance against agreed standards and objectives. • Provide overall leadership and support SABS's employees by keeping them informed and engaged, providing ongoing performance feedback, coaching and guidance.	15%
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Employee's Initials

Manager's Initials

Stakeholder Management	• Identify and mitigate internal systems and procedural barriers to enhance excellent customer service. • Build and maintain effective internal and external stakeholder relationships for the purpose of expectations management, knowledge sharing and integration, and to manage the organisation's reputation. • Ensure participation in various forums and initiatives to raise the profile of the SABS such as affiliation with international standards organisations and local certification bodies and actively participate in relevant forums. • Plan and execute company-wide meetings and broadcasts, including liaison with high profile individuals and organisations in order to promote the SABS brand. • Lead the writing and delivery of key messages for public and community relations issues and events. • Ensure that various communication tools and mechanisms are created in order to promote the SABS brand internally and externally and to ensure brand ambassadorship. • Lead the gathering and disseminating of relevant information and develop high quality communications in both technical presentation and content. • Represent and participate in the organisation's committees and tasks teams as required. • Convene, chair and attend meetings and present performance and business related information to relevant stakeholders as required. • Provide technical support and advocacy on related matters to the organisation and relevant stakeholders.	15%
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ROLE REQUIREMENTS	
QUALIFICATIONS AND SPECIAL CERTIFICATIONS/REGISTRATION	
REQUIRED	NQF LEVEL
Master's Degree in Business Management / Leadership or a related field	9
Engineering and Science qualifications will be an added advantage	
EXPERIENCE	
REQUIRED	LEVEL: Operational Level, Supervisory Level, Managerial Level, Senior Managerial Level, Executive Level
20 years' relevant work experience in business management or similar type of environment	Operational Level
10 years senior management experience	Senior Management Level
5 years executive management experience	Executive Level
Proven track record in developing, negotiating and executing local / international organisational strategies	Executive Level

Employee's Initials

Manager's Initials

Proven track record in leading and managing multi-disciplinary divisions / departments concurrently	Executive Level
KNOWLEDGE AND SKILLS	
REQUIRED	LEVEL: Entry Level, Intermediate Level, Advanced Level, Expert Level
Relevant legislation and regulatory frameworks	Advanced
Risk Management practices and principles	Expert
Business Acumen	Expert
Technical problem-solving	Expert
Financial budgeting and management processes	Expert
Client Services protocols	Expert
PFMA principles	Expert
PPPFA principles	Expert
KING IV principles	Advanced
Computer Literacy	Advanced
Public Sector protocols	Advanced
IFRS protocols	Advanced
Inter-Governmental Relations protocols	Expert
COMPETENCIES	
REQUIRED	DESCRIPTION
Communication	Expresses and articulates key elements of ideas or concepts (both written and verbal) in a logical, descriptive, and comprehensible manner. Anticipates reactions and responds appropriately. Probes and listens for information from others, without interrupting or judging, in order to understand underlying issues.
Results Orientation	Personally does what is required to complete the work. Demonstrates persistence in the face of setbacks. Consistently delivers high quality results on time.
Building Relationships	Initiates professional contact outside of work team, when required by job role. Maintains relationships with internal and external contacts.
Customer Focus	Thoroughly understands the customer's business environment, practices, and core processes. Networks with relevant decision makers at appropriate intervals.
Professional and Technical Depth and Credibility	Demonstrates a working, conceptual knowledge of a narrow professional, technical/specialist, or product area. Applies knowledge for basic problem solving in typical or standard situations. Makes effort to acquire further relevant knowledge. Ability to read schematic drawings.

Employee's Initials

Manager's Initials

Quality Focused	Follows established procedures reliably, and delivers work to defined standards of quality. Insists on thoroughness, timeliness, and accuracy of output.
Team Work	Demonstrates a willingness to put team needs before those of self, and contributes to team decision making.
Personal Drive	Accepts responsibility for identifying new and challenging personal development needs. Constantly makes self-assessments for personal development. Is self-motivated and a self-starter.
Business and Technical Mastery	Demonstrates, uses, and shares a basic understanding of industry core processes and practices for developing industry-specific products/solutions / standards. Strives to acquire additional relevant industry knowledge.
Problem Solving	Identifies the critical elements of a problem and alternative ways of resolving it. Seeks help when necessary.
Influencing and Negotiating	Identifies others' needs and personal styles and links own views or position to those interests, desires, or goals to actively influence outcomes. Generates creative solutions in such a way that others choose to change their perceptions.
Managing Performance	Sets clear performance goals and targets, and regularly reviews these with team members. Provides support, coaching, and guidance that address employee development objectives
Leadership	Gains the cooperation and confidence of the team, which promotes a common purpose. Delegates with clearly defined responsibility and authority.
Leading Change	Encourages new and better ways of operating, allowing for reasonable risk taking. Ensures appropriate support for change, driving key change initiatives. Anticipates impact of change, and develops strategies to mitigate risks. Clearly and regularly communicates the benefits and progress of change initiatives.

APPROVAL OF ROLE CONTENT

Job Holder/ Incumbent:	Manager:
Signature:	Signature:
Date:	Date:

Employee's Initials

Manager's Initials