

Advert



SOUTH AFRICAN COUNCIL FOR PLANNERS (SACPLAN)

POST : OPERATIONS MANAGER

Remuneration - A salary package of R458 000.00 per annum.

Purpose - To lead and direct the internal operational activities of the Council in accordance with policies, goals, and objectives established by the CEO and the Council to provide comprehensive management and administrative support to SACPLAN.

Requirements – An Urban and Regional Planning degree on NQF level 8. An additional business management / administration qualification on postgraduate level will be an added advantage.

Experience - At least five (5) years middle management experience and four years in the planning industry.

Knowledge and Skills - Strong analytical and problem solving skills; • Exceptional communication and report writing skills; • Attention to detail and an ability to interpret business directives; • Advanced computer literacy in the Microsoft Office suite; • Employee management skills.

For more information on this position please go to <https://sacplan.org.za/wp-content/uploads/SACPLAN-Operations-Manager-Advert-and-Job-Profile.pdf>

Applications

An application containing a covering letter, comprehensive CV, certified copies of qualifications, ID and driver's license should be sent electronically to:

The Chief Executive Officer, South African Council for Planners (SACPLAN), email: isolomon@sacplan.co.za.

Not later than the **31st January 2021**.

Enquires to be directed to:

Mr Martin Lewis on Tel 011 318 0460 / 0437 and email address: mlewis@sacplan.co.za

NOTE

Your CV should cite three contactable referees. Correspondence will be limited to successful candidates only. If you have not been contacted within two months of the closing date of this advertisement, please accept that your application was unsuccessful.

No applications from recruitment companies will be accepted.

SACPLAN reserves the right not to make an appointment.

Operations Manager: South African Council for Planners

JOB DETAILS

JOB TITLE: Operations Manager
DIVISION: Operations
REPORTS TO: Chief Executive Officer

PRIMARY PURPOSE OF THE JOB:

To lead and direct the internal operational activities of the Council in accordance with policies, goals, and objectives established by the Chief Executive Officer and the Council. Assists the CEO in the development of organisational policies and goals that cover operations. Assists SACPLAN in achieving the mandate laid out in the Planning Professions Act.

ACCOUNTABILITIES

Note: The following list of Key Performance Areas and job activities are not exhaustive. SACPLAN may instruct the employee at any time to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job, or in accordance with operational requirements.

Key:

- KPA: What their area of responsibility includes?
 Job Activities: How they will go about implementing the KPA?
 KPI: How will we know the key performance area has been performed successfully?

Key Performance Areas (KPA's)	Job Activities	Key Performance Indicator's (KPI's)
1. People Management	<ul style="list-style-type: none"> • Manage subordinates by allocating work, assessing progress, coaching/ training and motivating • Provide required training and development to staff to ensure optimal performance • Ensure optimal utilisation of human resources/capacity within the department • Manage performance of subordinates and implement corrective measures where required • Effectively respond to staff queries • Manage and control the discipline of Staff reporting to the post 	<ul style="list-style-type: none"> • Quarterly Reports • Performance appraisal of subordinates
2. Operations Planning	<ul style="list-style-type: none"> • Develop and execute annual operations plan and contingency plans, manage department teams in support of the Council's annual goals and mission. • Scrutinise the operational plan of the Council. • Ensure the translation of strategy and corporate objectives into robust operational delivery. • Ensure sustainable delivery of operational services to agreed performance, quality, registration, financial and activity targets and commitments. • Ensure appropriate systems, processes and performance management arrangements are in place to deliver consistent high quality level of service provision and actively report and monitor achievement. • Set, change and monitor project plans • Submit formal reports against the operational plan 	<ul style="list-style-type: none"> • Annual operations plan • Quarterly reports • Improved registration figures
3. Education	<ul style="list-style-type: none"> • Ensure and promote a high standard of education and training in the planning sector • Assist the Education Practitioner in fulfilling the requirements of the Mandate. • Promote interest of the public • Ensuring high standard of education & training • Continued Professional Development • Develop & Implement Competencies & standards 	<ul style="list-style-type: none"> • Roadshows • CPD system up to date • Planning schools accredited. • Planning schools audited

	<ul style="list-style-type: none"> • Accreditation of Planning Schools • Mutual recognition of education standards 	
4. Registration	<ul style="list-style-type: none"> • Register persons in terms of this Planning Professions Act. • Advise the CEO on system requirements and challenges. • Assist the Registration Practitioner in fulfilling the requirements of the Mandate. • Increase registration of professional planners • Update and maintain database for registered persons • Develop and maintain Registration guidelines • Evaluation of applications for registration • Assist in development of the Board Examination processes. • Provide assistance with client queries that the registration practitioner is unable to address. 	<ul style="list-style-type: none"> • Persons registered • Shorter turnaround times • Updates registration guidelines • Clear process for application for board exam • Standardised Board exam.
5. Practice and Professional Conduct	<ul style="list-style-type: none"> • Protecting interest of planning profession • Assist the Practice and Professional Conduct Practitioner in fulfilling the requirements of the Mandate. • Promoting good practice • Promoting social & environmental justice • Professional Code of Conduct • Develop repository of research material • Inputs to statutory policies and regulations • Protecting public Interest • Ethical Conduct • Exploiting disciplinary matters • Provide support for the appeals Board • Advise the CEO on recommended policy changes 	<ul style="list-style-type: none"> • Clear good practice and ethical guidelines • Clear professional code of conduct • Quick turn-around times with regards to appeals.
6. Financial Management	<ul style="list-style-type: none"> • Ensure that operations run efficiently and within budget. • Report to the CEO and Financial Manager on budgetary deviations and requirements. • Develop guidelines on professional fees and advise the CEO and CFO on recommended fees. 	<ul style="list-style-type: none"> • Quarterly reports on budget

REQUIREMENTS

SPECIFIC REQUIREMENTS:

- Flexibility to work overtime and/or irregular hours and travel when required.
- Must be willing to travel.

REQUIREMENT SPECIFIC TO THE JOB:

Qualifications:	<p>Minimum:</p> <ul style="list-style-type: none"> • Honours Degree from University in Planning. • Registered Planner 	<p>Ideal:</p> <ul style="list-style-type: none"> • Honours Degree from College or University in operations / business management. AND • Honours Degree from University in Planning. • Registered Planner
Experience:	<p>Minimum:</p> <ul style="list-style-type: none"> • At least 5 years of management experience and 4 years of experience within the planning industry. 	<p>Ideal:</p> <ul style="list-style-type: none"> • 8 + years of managerial experience coupled with 5 years' experience in the planning industry.
Language Skills:	<ul style="list-style-type: none"> • Ability to read, analyse, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors. 	
Numerical Skills:	<ul style="list-style-type: none"> • Intermediate Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. 	
Reasoning Ability:	<ul style="list-style-type: none"> • Very High Skills: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. 	
Knowledge & Additional Requirements:	<ul style="list-style-type: none"> • Solid understanding of the planning industry. • Strong analytical and problem solving skills • Exceptional communication and report writing skills • Ability to work under continued pressure and meet deadlines • Focussed and exemplary time management skills 	

- Attention to detail and an ability to interpret business directives
- Operate as team player but equally work independently
- Professional and confident conduct
- Pro-active self-starter
- Advanced computer literacy in the Microsoft Office suite
- Employment management skills
- Own transport
- Valid Driver's licence