



MANAGER: OFFICE OF THE GROUP CHIEF EXECUTIVE OFFICER (GCEO)

Status: Permanent

Location: Pretoria

Grade: D3

Reporting Line: Group Chief Executive Officer

Role Mandate

To manage the effective functioning of the office of the Group Chief Executive Officer (GCEO) by providing professional executive assistance, strategy organisational and administrative support to the GCEO as well as Executive team, whilst maintaining the appropriate level of confidentiality, sophistication and protocol for the role. Improve and safeguard the GCEO office and show professionalism and honesty in all contacts and conversations with internal and external stakeholders. This role involves managing the GCEO's office operations, coordinating strategic and administrative activities, liaising with internal and external stakeholders, and ensuring the GCEO's time and operational requirements are effectively managed.

Key Accountabilities

- Oversee the day-to-day operations of the GCEO's Office
- Serve as key contact and coordination point in the Office of the GCEO, managing information flows, facilitating, and coordinating information-sharing with other stakeholders
- Oversee timeous coordination of all reports for the GCEO from programmes, projects, and departments, prepare pre-meeting briefings, undertake research, and ensure actions are completed on time
- Ensure that reports required by the GCEO are submitted as required
- Facilitate end-to-end coordination of the GCEO's schedule, correspondence, appointments, meetings, travel arrangements, communications and other business requirements
- Prepare and/or review written correspondence, organisational communication messages & presentations submitted to the GCEO's office prior to submission to the GCEO for further inputs and approval
- Support the GCEO to manage confidential matters effectively and ensure all communications are handled sensitively
- Ensure the GCEO is briefed on key priority matters as required in liaison with other functional areas
- Create and manage an effective e-filing system for the GCEO (emails and other electronic documents) that is easily understandable and accessible
- Support leadership team members with queries, documents, GCEO availability, and other relevant requests
- Receive and host visitors to the GCEO Office, or for Board/Leadership meetings
- Provide guidance and expertise relative to the smooth and efficient functioning of the GCEO's office and suggestions for other functional areas
- Lead and track the implementation of the decisions taken at GCEO's various meetings and forums
- Develop, implement, and manage an effective & efficient documentation flow in the office of the GCEO and coordination of inputs from other divisions/BU's for compilation of final reports
- Act as the first point of contact, representative and information source for the GCEO's office
- Facilitate collaboration and interaction as well as communication between the GCEO and all critical stakeholders
- Timeous coordination of responses to parliamentary questions and information required by the Minister
- Liaise and interface with relevant internal & external stakeholders, i.e. suppliers, customers, senior government officials, other executives, conveying information accurately, professionally and courteously, whilst maintaining the required level of confidentiality
- Screen all incoming calls of the GCEO, and in a professional manner take messages, or direct messages or calls to the correct role players
- Arrange catering requirements for meetings when required and ensure dietary requirements of stakeholders are taken into account
- Attend to escalated queries from various internal and external stakeholders and prioritise queries in terms of urgency for the GCEO to address
- Attend to all queries addressed to the office of the GCEO, re-direct stakeholders if matters are escalated to the GCEO but can be resolved by another manager / representative
- Liaise with Executives/Senior Management on outstanding documentation/submissions & other relevant business matters to ensure that deadlines are met
- Organise and coordinate high-level meetings, executive sessions, and stakeholder events
- Prepare agendas, minutes, and action logs, ensuring timely follow-up
- Support logistics for GCEO-led engagements, conferences, and official events
- Build and maintain sound relations with all relevant stakeholders such as the Board members, other Executives, general employees in facilitating activities from the GCEO's office and ensure deadlines are met, and all queries directed to the GCEO's office are attended to
- Coordinate and manage all parliamentary responses directed to office of the GCEO
- Set the standard of executive office protocol, e.g. the way things are done in terms of the executive office management processes and practices, including stakeholder relation management in the context of executive assistance and ensure that the required protocol is followed at all times
- Ensure accountability and reporting on all costs incurred against the approved budget
- Provide input into the annual planning and budget development to support the effective functioning of the office of the GCEO
- Manage the budget of the Office of the GCEO
- Ensure all procurement related initiatives are in line with the approval delegation of authority and within approved budget (inclusive of VAT)
- In consultation with the GCEO, prepare procurement plans and demand management plans for the office of the GCEO
- Coordinate resources to gather information and prepare first draft of various reports which include, but not limited to the following:
 - Board packs, executive reports, and briefing documents
 - Track progress on key projects, commitments, and follow-ups required by the GCEO
 - Provide administrative support in strategic initiatives driven by the GCEO's Office
 - Prepare presentations and reports for the GCEO with limited inputs provided
 - Develop and ensure sufficient internal control measures, adherence to PFMA, SAFCOL policies and other relevant legislation or regulations
- Develop and manage the required policies and processes to ensure a robust governance environment and compliance in the GCEO's office
- Allocate tasks to direct reports and manage delivery thereof
- Ensure all direct reports clearly understand roles and responsibilities
- Mentor and coach direct reports, where required
- Ensure all direct reports have contracted on the SAFCOL performance management system and manage all performance issues promptly
- Ensure performance discussions are held on regular basis and in line with the SAFCOL performance cycle
- Ensure PDP's are submitted at the time of contracting for training purposes
- Promote a culture of professionalism, confidentiality, service excellence & high-performance in the office of the GCEO in line with the SAFCOL ethics and values

Requirements:

- Degree in Office Management, Business Administration, Public Administration or equivalent (NQF Level 7)
- A minimum of five (5) years' experience in Executive Office Management, Stakeholder Management, Public Relations/Public Affairs experience in a Government or Corporate environment
- Understanding of protocol matters with regard to government, parliament and other key stakeholders
- Public Finance Management Act (PFMA) and Treasury Regulations
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and digital collaboration tools
- Postgraduate Degree in Business Management, Public Administration or equivalent (NQF Level 8) will be an added advantage
- Chartered Institute of Secretaries Diploma, Secretarial Certificate, or Corporate Governance/CSI Certificate will be an added advantage
- Prior experience supporting a GCEO, Board, or C-Suite Executives will be an added advantage
- Valid driver's license

Leadership Competencies

- Operational Delivery
- Self-Awareness
- Leading Others
- Driving Change
- Organisational Agility
- Political Savvy

Behavioural Competencies

- Attention to Detail
- Communication (Verbal & Written)
- Confidentiality & Ethics
- Time Management
- Planning & Organising (Prioritising)
- Emotional Intelligence
- Interpersonal & Relationship Building
- Conflict Resolution
- Adaptability/Resilient & Flexible
- Reliability & Discretion
- Ability to Work Under Pressure, Manage Multiple Priorities & Meet Tight Deadlines
- Proactive, Resourceful & Solutions-Oriented

Technical Competencies

- Report Writing & Presentation
- Financial & Budget Management
- Regulatory & Governance Compliance
- Data Analysis & Interpretation
- Project Management
- Stakeholder Management
- Technology Proficiency

**SAFCOL Group is an equal opportunity company with the focus on gender equality and people with disabilities.
Employment Equity will be taken into consideration in terms of all appointments within SAFCOL**

By submitting your CV to SAFCOL, you hereby give permission to circulate your information to the interview panel members for this vacancy only. Your information will not be used for any other role/purpose and will be disregarded after an offer has been made.

**Interested qualified individuals can e-mail a concise CV with relevant copies of qualifications in confidence to:
Ms. Sandra van der Walt, Human Capital Practitioner, sandrarecruitment@safcol.co.za, contact number 082 079 1092**

Closing Date: 26 June 2026

Should you not have received a response within 30 days of the closing date, please consider your application unsuccessful