

DATE ADVERTISED: 16 APRIL 2024



VACANCY

MANAGER CORPORATE REPORTING AND PERFORMANCE INFORMATION MANAGEMENT: 5 YEAR FIXED TERM CONTRACT GRADE 16 (Total Cost to Company)

The role entails the coordination of corporate performance reporting and performance information management. Functions relating to the coordination of corporate performance reporting entail collation of relevant information from business units as well as external sources, analysis, interpretation and validation of information and data, compilation of quarterly performance, annual and ad hoc reports, as well as presentation to relevant structures. Activities related to performance information management entail reviewing of the integrity of the technical indicator descriptors, alignment of the corporate plan to targets, reviewing of quarterly milestone targets to evaluate alignment to the annual target; assessment of the portfolio of evidence and reconciliation of same to reported quarterly, ad hoc, and annual performance information. The candidate shall also be responsible for programme related monitoring and evaluation support, tracking, and reporting of service level standards, attending to queries related to corporate performance reporting, and handling corporate information related enquiries from stakeholders including the shareholder, legislature, and other.

KEY DUTIES AND RESPONSIBILITIES

The Key Performance Areas will encompass:

Strategic Planning and Governance

- Provide input to the organisational strategy and Corporate Plan, as well as reviewing organisational activities and recommend corrective actions if necessary.
- Contribute to corporate strategy by identifying data that can be used to support, influence and leverage results.
- Enhance and implement treasury systems, processes, procedures, tools, and control systems.
- Implement controls within the organisation which minimize potential risk to stakeholders.
- Oversee that monthly, quarterly, and annual reports are prepared accurately, maintained, and submitted timeously to all stakeholders.
- Participate in management forums within the ECDC, contributing expertise to enable sound decision making.
- Facilitate inter-departmental communication through appropriate structures and systems.
- Develop and manage relationships with all internal and external stakeholders.
- Ensure accuracy and SMART principle of KPI.

Corporate Performance Reporting

- Develop communication strategies that leverage the results of analyses, where possible, standardise, streamline, and automate the reporting processes.
- Support the ECDC vision and provide context to mined data to establish compelling arguments to raise awareness and understanding, and ultimately engage key stakeholders.
- Manage individual team member performance through the setting of challenging objectives and driving achievement of these objectives throughout the year.
- Support team members in their development and ensure that they are being talent managed to maximise their opportunities within the team and ECDC.
- Instil a proactive and dynamic culture, where team members are actively encouraged to identify, drive improvements in their work, and kept updated of the progress made towards achieving the ECDC's strategic objectives.

- Identify opportunities for maximising spend effectiveness, keeping costs tightly managed, and produce robust / informative cost reporting to enhance strategic decision making in the organisation.
- Ensure that the timetable of standard reporting requirements is understood and embedded within the team members to ensure that deadlines are met.
- Support the management of the ECDC project portfolio by tracking spend on projects against approved costs and providing financial support to the production of project plans and post investment appraisals.
- Prepare quarterly reports for the Shareholder and ECDC Board

Performance Information Management

- Responsible for data related aspects of the Annual Report and Corporate Plan, also apply critical thinking to establish realistic forecasts for planning, budgeting, implementation, monitoring, and reporting.
- Identify opportunities to enhance data collection and analysis: define and implement new methods, tools, and metrics to support adjustments to data as circumstances change, optimizing automation opportunities and improving reporting efficiency and flexibility.
- Collate, analyze, and synthesize available data to prepare and present management reports and summaries in response to various stakeholders, as well as improve the execution of the ECDC's mandate.
- Maintain a current knowledge of the government policies, laws, regulations, and guidelines governing clean technology research, assess and respond to related impacts and opportunities.

Assessment and Reconciliation of Portfolio of Evidence

- Develop strategies and regulatory project / management reporting templates to be utilised to direct/guide the manner in which corporate reporting standards should be done.
- Manage compilation of data, collection of documents, testimonies, success stories and reports as portfolio of evidence to support the organisational performance.
- Develop sectoral level data and story boards based on ECDC's increasingly extensive portfolio data sets.
- Coordinate submission of Portfolio of Evidence to the Internal / External Auditors and/or relevant stakeholders.

Customer and Stakeholder Management

- Lead the development and implementation of stakeholder management strategies.
- Build and maintain excellent and highly efficient working relations with other agencies, key community leaders and groups of influence to ensure organisational goals are met.
- Build and lead an effective team that works collaboratively towards achieving the organisation's goals.
- Gauge the performance of the various teams and recommend areas that need improvement and changes to achieve the targets.
- Identify staff development and training to achieve overall organisational objectives.
- Work in partnership across the ECDC business to foster a collaborative employee and stakeholder engagement focus.
- Develop and manage relationships with all internal and external stakeholders.
- Represent ECDC in Cluster and departmental quarterly performance reviews.

Monitoring, Evaluation and Reporting Support

- Responsible for organisation-wide monitoring, evaluation and reporting to ensure that various organisational programmes and interventions are aligned with best practice, legislative requirements, and the mandate of the ECDC.
- Develop monitoring and evaluation plans for the entire organisation in line with the relevant frameworks and best practice.
- Design and implement monitoring and evaluation framework and other tools to enable accurate monitoring and evaluation of organisational programmes.

- Coordinate and analyse organisation-wide monitoring and evaluation reviews to assess progress against predetermined objectives and other organisational standards.
- Monitor and analyze the business' financial data to determine how well the organization is performing overall.
- Monitor and report on the key performance indicators within the ECDC's portfolio performance reporting framework, include environmental benefits, economic benefits, revenues, cost savings, jobs etc., as well as special analysis as required.
- Build M&E capacity and knowledge and collate organizational performance information results.
- Evaluate, test, and confirm the usefulness of planned and reported performance information in accordance with the identified performance management and reporting framework.
- Manage implementation of projects within the area of responsibility, implement recommendations from stakeholders, and prepare annual performance information report.

REQUIREMENTS

- Bachelor's degree in commerce, development studies, communication, engineering or other relevant field.
- A minimum of seven (7) years working experience in strategy, corporate performance reporting, research and analysis, or other relevant information collation and analysis field of which 3 years must be at management, senior supervisory or consultancy level.
- Research, writing, presentation, and communication skills are essential.

This is a fixed term contract position, and the successful candidate will be subjected to signing of a performance contract and verification of qualifications. If you have not been contacted within eight (8) weeks after the closing date of the advertisement, please regard your application as unsuccessful.

In making these appointments, the ECDC reserves the right to apply the principles enshrined in the Employment Equity Act, its policies, and plans.

Please send your detailed CV and certified copies of qualifications to
The Human Resources Department
Tel: (043) 704 5620
Email: humanresources@ecdc.co.za

Closing date: 29 April 2024