



CO-OPERATIVE BANKS DEVELOPMENT AGENCY

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BUSINESS SUPPORT MANAGER: CO-OPERATIVE BANKS DEVELOPMENT AGENCY (CBDA)

INTERNAL APPLICANTS ONLY

REF: 20220909

REMUNERATION PACKAGE: FROM R744, 255 (COST TO COMPANY)

CORPORATE SERVICES UNIT

PRETORIA

PURPOSE:

To provide management, administrative and supply chain management support to the Corporate Services unit and the Agency as a whole.

KEY OUTPUTS:

This position will report to the Managing Director and the successful candidate will be responsible for the activities associated with the job description of a Business Support Manager within the CBDA, which include, but are not limited to:

Administrative Support: Organise administrative matters for the Corporate Services and MD• Ensure and advise on the effective flow of information and documentation• Collect and co-ordinate information for Corporate Services and MD as required, for example, coordinate programmes expenditure database etc. • Analyse and advise on quotations for the procurement of non-store items• Assist the MD with the preparation of ad hoc documentation, proof reading and quality control of documents emanating from the office• Develop, manage and maintain a service provider database• Ensure/co-ordinate fast and efficient handling of all correspondences, meeting of deadlines for documents • Draft responses for parliamentary questions for the MD's approval• Do advanced research as requested by the MD, for example, compiling report on different courses offered for board members etc• Maintain records for the Agency policies• Scrutinise routine memos, reports & make notes, recommendations for the MD• Obtain inputs, collate and draft reports when required, for example, telephone usage reports etc• Ensure that service providers are paid timely, where necessary draft motivation/submission for approval• Facilitate the process of disposing assets with the Agency.

Supply Chain Management Support: Coordinate the Agency's bid evaluation and bid adjudication committee meetings, which includes logistical arrangements, minute taking, drafting of submissions for approval etc• Prepare draft contracts for suppliers using standard template, coordinate request for quotations and proposals, ensuring that compliance with relevant procedures and accurate recording of all associated documentation• Study the relevant Public Service Prescripts and other documents applicable to

The CBDA is an equal opportunity employer.

Please forward your comprehensive CV and originally certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the name of the publication on the subject line of the email to CBDARecruitment@treasury.gov.za

NOTE: Applications that are not compliant with the above request will not be considered. The Agency reserves the right not to fill the post. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Successful candidates will be appointed on probation for the period of twelve (12) months into the prescribed rules.

the Agency and ensure the application thereof is understood properly, for example, procurement processes and SCM regulations• Where required draft correspondence/memoranda for approval by the MD, for example, SCM deviations, motivations etc.

Secretariat Support: Coordinate logistical arrangements for the Agency Board, MD and Committee meetings, which include venue, travel, refreshments etc• Liaise with travel agencies and manage travel arrangements• Secretariat to the Management Committee meetings, which includes minutes taking, logistical arrangements, develop resolution database and ensure that resolutions are implemented• Coordinate Logistical arrangements for the Agency staff meetings workshops, which includes minutes taking, ensuring implementation of the resolution etc. • Manage the MD's diary• Co-ordinate Quarterly and Annual Strategic reports.

Financial Management: Assist the MD and Financial Manager with all documents related to the budget.

Applicable prescripts / policies: Remain abreast with the procedures and processes that apply in the Agency and office of the MD and study the relevant Agency prescripts and other documents applicable on the Agency and ensure the application thereof is understood properly.

Adhoc Duties: Where necessary assist the HR Specialist with HR related matters• Where necessary assist the Financial Manager with finance related matters• Assist with any other duties in line with MDs functions as and when required

REQUIREMENTS:

- A National Diploma or Bachelor's degree (NQF7) in any of the following disciplines: Project Management/Business Management.
- A minimum of 5 years' relevant management and administrative support experience.
- Must have a moderate understanding of the core functions of the Agency.
- In-depth knowledge and experience of the legislative framework on administration management within government which includes SCM, PFMA, Treasury Regulations and other applicable legislation.
- Knowledge and exposure to the budget coordination process; and
- Knowledge of the analysis and interpretation of internal policies for the correct application thereof.

Closing date: 23 September 2022 close of business.

No late applications will be considered.

Approved 9/9/2022

A handwritten signature in black ink, appearing to read 'R. Brown', with a horizontal line extending to the right.