



JOB SPECIFICATIONS OF EXECUTIVE POSITIONS

2020

Position	Chief Financial Officer
Reference code	EXEC2020/11/02
Objective	To formulate and execute MEGA's financial strategy, policies and guidelines, supports the commercial success, compliance to PFMA and related finance principles as well as managing the introduction of financial best practice's governance, accounting and treasury standards per the Public Finance Management Act that will ensure MEGA's long-term financial viability and sustainability.
Required minimum qualification	B.Com Accounting, Chartered Accountant; and Member of SAICA.MBA will be an added advantage
Graded	<ul style="list-style-type: none"> • E2
Required minimum work experience	5 years' experience within financial strategic leadership; of which 3 years' experience is at a Senior Management Level in Finance or Financial Accounting.
Technical knowledge	<ul style="list-style-type: none"> • Excellent knowledge and understanding of the National Treasury's supply chain guidelines, principles, and procedures. • Excellent knowledge and understanding of relevant legislation and regulations (e.g., NCA, 34 of 2005; STIA and LTIA, 1998; FIS Act 2002. Companies Act, PFMA, Tax legislation) • Excellent Knowledge and understanding of accounting and auditing standards (GAAP, GRAP, IFRS, IAS)". • Excellent Knowledge and understanding of corporate governance

<p>KPA's</p>	<ol style="list-style-type: none"> 1. Oversees and leads the formulation of financial strategies of MEGA to articulate well-defined financial and business planning frameworks within which management can respond and contribute effectively. 2. Oversees and directs the development of the annual budget for Board approval; prudently manages MEGA's resources within the budget guidelines according to the PFMA guidelines and related principles (e.g., GRAP, etc.). 3. Leverages the MEGA's financial portfolio through sound financial decision-making and professionally advice the Board and CEO regarding recommended acquisitions, mergers, alliances, and third party outsourcing proposals and ensures that robust financial business cases to support all transactions and proposals are clearly articulated. 4. Evaluates supply chain and procurement strategy and plans to manage the investment of surpluses, and makes appropriate recommendations to ensure MEGA's financial sustainability. 5. Oversees and leads effective and efficient supply chain and asset management functions. 6. Oversees the design and implementation of the investment strategy and implementation plan and raises funds for MEGA to ensure the sustainability and viability of the organization. 7. Leads executive management and guides financial reporting on the financial health of MEGA to the Board at regular intervals; oversees the provision of interim and Annual Report for distribution to the Board, shareholder, and other stakeholders; and ensures that the content of the information contained in the Annual Report complies with regulatory requirements. 8. Leads and manages the MEGA management accounting, budgeting, and forecasting plans and processes. 9. Ensures proper implementation and compliance to Risk Management Strategy and oversee implementation. 10. Leads and guides MEGA's operational policies according to legislation and procedures; formulates approval of policies on budgeting, project financing, accounting, cost and management accounting, systems accounting, the compilation of statistics and the preparation of financial and cost reports, the control and protection of inventories and other assets and related reporting.
<p>Competencies</p>	
<p>Leadership Competencies</p> <ul style="list-style-type: none"> • Business Acumen • Vision and Strategic Focus • Performance Enabler • Emotional Intelligence • Alliance & Partnership Building 	<p>Core Competencies</p> <ul style="list-style-type: none"> • Integrity and ethical behavior • Innovation and initiative • Customer focus and loyalty • High Performing Organisation • Organizational Commitment • MEGA results focus

<p>Generic Competencies</p> <ul style="list-style-type: none"> • Financial Management • Programme Management • Project Management • Impact Communication • Commitment to learning 	
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Position	General Manager: Funding
Reference code	EXEC2020/11/03
Objective	<ul style="list-style-type: none"> • MEGA funding division provides a turnkey operation that seamlessly integrates the deal value chain from origination (i.e., origination, evaluation, implementation, and post-lending support) through to the ongoing monitoring and final evaluation of the deal upon its repayment. Furthermore, the funding consolidates all the funding; i.e., debt and equity portfolios, strategically drive by providing a monitoring and reporting function.
Required minimum qualification	<ul style="list-style-type: none"> • Bachelors Degree in Economics /Accounting/ Development Finance/ (NQF-7) or related qualifications; Post Graduate qualification in Commerce; and Business management qualification, MBA/L will be an added advantage
Graded	<ul style="list-style-type: none"> • E2
Required minimum work experience	<ul style="list-style-type: none"> • 5 years in Development Financial Institution/Bank as a Funding or financing Manager; of which • 3 years have been a Senior manager; and must have more than 4 years of experience in financial modelling.
Technical knowledge	<ul style="list-style-type: none"> • Excellent knowledge and understanding of development finance • Excellent knowledge and understanding of the investment value chain • Excellent knowledge and understanding of relevant legislation and regulations (e.g., NCA, 34 of 2005; FIS Act 2002. Companies Act, PFMA, Tax legislation) • Excellent Knowledge and understanding of corporate governance

<p>KPA's</p>	<ol style="list-style-type: none"> 1. Creates and implements a strategy that facilitates innovative housing funding models and home loans that are designed to benefit both MEGA and clients; by leading and guiding processes for the issuing of home loans while implementing processes for the management of loan repayments and foreclosure processes for defaulters. 2. Establishes and leads a sound strategy and implementation plan of the financing support to the intermediary public such as SMMEs and Cooperatives and Agriculture projects to advance the MEGA's development mandate. 3. Implementable strategy and empowerment plan of those funded to ensure critical business advisory and capacity support aimed and ensuring the growth of beneficiaries to funding as well as effective financial management and accounting for sustainability and profitability. 4. Builds and maintains business partnerships, critical stakeholders' relations (e.g. government, businesses, international relations), and investors to ensure that the funding division's objectives are attained to operationalize the corporate strategy. 5. Leads prepare and manage human and financial resources of the division's budget (capital and operational) to ensure sound financial accountability; compliance and accurate accounting and reporting that results in the division's financial self-sustainability. 6. Oversee and manage risks of the division through the development of the division's risk strategy and plan to align with the corporate governance requirements to ensure that all risk management processes of funding of SMMEs, Cooperatives, as well as Regional Networks, are timely planned and that proper mitigation plans are in place.
<p>Competencies</p>	
<p>Leadership Competencies</p> <ul style="list-style-type: none"> • Business Acumen • Vision and Strategic Focus • Performance Enabler • Emotional Intelligence • Alliance & Partnership Building 	<p>Core Competencies</p> <ul style="list-style-type: none"> • Integrity and ethical behavior • Innovation and initiative • Customer focus and loyalty • High Performing Organisation • MEGA results focus
<p>Generic Competencies</p> <ul style="list-style-type: none"> • Programme Management • Impact Communication • Financial Management • Commitment to learning 	

Position	General Manager: Properties and Infrastructure
Reference code	EXEC2020/11/04
Objective	To provide holistic development and management of the diversified property portfolio and infrastructure projects/programmes that anchor sustainable revenue-generating and profitable division for MEGA in the rollout of the large-scale provincial property portfolio and infrastructure programmes. Also, provides and builds project finance expertise internally and externally to implement the newly developed funding model for strategic high impact projects
Required minimum qualification	<ul style="list-style-type: none"> • Bachelors Degree in a Built Environment field / Commerce; or related qualification (NQF-7); plus • Postgraduate qualification in Business Management; preferably MBA
Graded	<ul style="list-style-type: none"> • E2
Required minimum work experience	<ul style="list-style-type: none"> • 5 years of experience in the Built Environment field specifically Property and Infrastructure Development Management; of which • 3 years have been a Senior manager/ or specialist in a Built Environment field, focusing on Property and Infrastructure Development Management.
Technical knowledge	<ul style="list-style-type: none"> • Build environment legislative frameworks • Property and infrastructure development Management • Broad understanding of development economics and industrial strategy • In-depth knowledge of corporate governance policies, procedures, and guidelines. • Well-vested in Public Finance Management Act (PFMA) and Treasury regulations • Very good knowledge of financial management and budgeting

<p>KPA's</p>	<ol style="list-style-type: none"> 1. Provides strategic leadership of the properties portfolio and infrastructure division. 2. Oversees and directs MEGA's infrastructure projects that include bulk and special projects by ensuring that profitable programme plans, contracts, resources, etc., are aligned to MEGA's financial growth; liquidity, and sustainability. 3. Implementation of the division's revenue-generation, financial model strategy, and plan emanating from the property portfolio as well as infrastructure projects. 4. Builds and sustains business partnerships; critical stakeholders' relations (e.g., government, businesses, international relations) and investors to ensure that the properties and infrastructure division's footprint and objectives are attained to achieve the corporate strategy's objectives and MEGA growth. 5. Oversees financial strategy, budget, and plan to grow the division and ensure good financial accounting and management on projects and human resources. 6. Leads the preparation and manages the division's financial budget (capital and operational) to ensure sound financial accountability, compliance, and accurate accounting and reporting that results in the division's financial self-sustainability. 7. Oversees development of sound divisional policies and procedures, contractual agreements and ensures implementation through compliance and adherence to the relevant legislation, codes, policies, and procedures. 8. Oversee and manage risks of the division through the development of the division's risk strategy and plan to align with the corporate governance requirements and ensures that all risk management processes about projects and programmes are timely planned for.
<p>Competencies</p>	
<p>Leadership Competencies</p> <ul style="list-style-type: none"> • Business Acumen • Vision and Strategic Focus • Performance Enabler • Emotional Intelligence • Alliance & Partnership Building 	<p>Core Competencies</p> <ul style="list-style-type: none"> • Integrity and ethical behaviour • Innovation and initiative • Customer focus and loyalty • High Performing Organisation • Organisational Commitment • MEGA results focus

<p>Generic Competencies</p> <ul style="list-style-type: none"> • Persuasive Negotiations • Project Management • Impact Communication • Financial Management • Commitment to learning 	
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Position	General Manager: Corporate Services
Reference code	EXEC2020/11/05
Objective	To provide strategic leadership to the Corporate Services of MEGA which include all aspects of HRM in a one-stop-shop, information technology, Communications and Marketing Enterprise-Wide Risk and administrative functions to ensure organisational efficiencies at all times.
Required minimum qualification	<ul style="list-style-type: none"> • Business Management Degree (NQF-7) or a Bachelors Degree in HRM/ ICT/Communications & Marketing/ Industrial Psychology / or related field; • Related post-graduate degree, an MBA will be an added advantage
Graded	<ul style="list-style-type: none"> • E2
Required minimum work experience	<ul style="list-style-type: none"> • 5 years in Corporate Services management or related field; of which • 3 Years have been occupying a Senior manager role in Human Capital Management, Information Communications Management, Risk Management and Communications and Marketing or related support functions.
Technical knowledge	<ul style="list-style-type: none"> • Excellent Knowledge of MEGA business and niche market; • Excellent Knowledge and understanding of MEGA strategy and business models; • In-depth knowledge of corporate governance policies and procedures • Competent knowledge of the Public Finance Management Act (PFMA) and Treasury regulations; • Excellent Knowledge and understanding of all Labour relations, Human Resource related legislation and Compliance requirements and ICT acts and guidelines; • Well-vested in Good Governance and King Code; • Excellent knowledge and understanding of the HR systems and practices; • Good knowledge and understanding of MEGA technology, systems and processes; and Risk Management • Very good knowledge of financial management and budgeting.

<p>KPA's</p>	<ol style="list-style-type: none"> 1. Provides strategic leadership to the Corporate Services division. 2. Leads direct and manages the development and implementation of the HRM, Information Technology, and Risk Management strategies, systems, and plans. 3. Oversee development and implementation of sound Corporate Services policies and procedures pertaining to IT, Risk Management, HRM in alignment with the relevant acts and regulations to ensure that MEGA operates within the confines of good governance, guidelines, and reliable policies. 4. Initiates develop, builds, and sustains business partnerships; critical stakeholders' relations (e.g. government, suppliers, and businesses) to ensure that the Corporate Services objectives are attained. 5. Leads prepare and manages the division's financial budget (capital and operational) ensures sound financial accountability; compliance and accurate accounting and reporting that results in the division's financial self- sustainability. 6. Oversee and holistically manages risks of MEGA by developing the risk management strategy and plan to align with the corporate governance requirements to ensure that all risk management processes pertaining to Corporate Services functions and Corporate Governance are planned for; with proper mitigation plans in place.
<p>Competencies</p>	
<p>Leadership Competencies</p> <ul style="list-style-type: none"> • Business Acumen • Vision and Strategic Focus • Performance Enabler • Emotional Intelligence • Alliance & Partnership Building 	<p>Core Competencies</p> <ul style="list-style-type: none"> • Integrity and ethical behaviour • Innovation and initiative • Customer focus and loyalty • High Performing Organisation • Organisational Commitment • MEGA results focus
<p>Generic Competencies</p> <ul style="list-style-type: none"> • Persuasive Negotiations • Project Management • Impact Communication • Financial Management • Commitment to learning 	

Position	General Manager: Trade and Investment Promotion
Reference code	EXEC2020/11/06
Objective	To provide advice, facilitation, and the implementation of new, potential and existing investment opportunities to drive revenue generation.
Required minimum qualification	Minimum B Degree or equivalent qualification and a postgraduate qualification in Economics/Finance/International Trade/Relation/Social Science or related international development fields.
Graded	<ul style="list-style-type: none"> • E2
Required minimum work experience	<ul style="list-style-type: none"> • 5 years of progressive experience in the trade and investment field; Familiar with trade At / investment treaties and cross-border investment facilitation in Africa and internationally of which; • 3 Years must have been occupying a Senior manager in trade and investment field.
Technical knowledge	<ul style="list-style-type: none"> • Extensive knowledge of domestic and overseas markets • Knowledge of national and international trade regulations • Trade and investment facilitation • Investment processes and practices • Growth and development processes and strategies • Broad understanding of development economics and industrial strategy • In-depth knowledge of business strategy, planning and reporting processes • In-depth knowledge of corporate governance policies and procedures • Working knowledge of the Public Finance Management Act (PFMA) and Treas • Project management • Very good knowledge of financial management and budgeting • Very good management skills and knowledge working knowledge of risk • Management.

<p>KPA's</p>	<ol style="list-style-type: none"> 1. Provide strategic leadership to the Trade and Investment Promotion division by setting annual objectives for achievement and develop key performance areas and Initiate and implement programmes that ensure the division is staffed appropriately 2. Management and monitor Trade and Investment Promotion services, provide support services, evaluate the performance of assisted organizations, and assess and report on impact of services. 3. Represent MEGA with stakeholders and potential partners and manage and maintain relationships with strategic stakeholders, such as government departments, financial/funding institutions, etc and represent MEGA at stakeholders and potential partners forums, advise the CEO on partnership agreements, Manage and maintain relationships with strategic stakeholders, such as government departments, financial/funding institutions, 4. Leads prepare and manage the division's financial budget (capital and operational) ensures sound financial accountability; compliance and accurate accounting and reporting that results in the division's financial self- sustainability. 5. Oversee and holistically manages risks of MEGA by developing the risk management strategy and plan to align with the corporate governance requirements to ensure that all risk management processes pertaining to Corporate Services functions and Corporate Governance are planned for; with proper mitigation plans in place.
<p>Competencies</p>	
<p>Leadership Competencies</p> <ul style="list-style-type: none"> • Business Acumen • Vision and Strategic Focus • Highly analytical • Networking capabilities • Performance Enabler • Emotional Intelligence • Alliance & Partnership Building 	<p>Core Competencies</p> <ul style="list-style-type: none"> • Integrity and ethical behaviour • Innovation and initiative • Customer focus and loyalty • High Performing Organisation • Organisational Commitment • MEGA results focus
<p>Generic Competencies</p> <ul style="list-style-type: none"> • Persuasive Negotiations • Project Management • Impact Communication • Financial Management • Commitment to learning 	