



## AGRÉMENT SOUTH AFRICA VACANCY

### EXECUTIVE MANAGER: TECHNICAL SERVICES (5 YEAR CONTRACT)

**Remuneration: R1 370 179.65 p.a.**

**Reference number: ASA00010/2018**

#### KEY PERFORMANCE AREAS AND RESPONSIBILITIES

Direct and Lead the Technical Division by:

- Lead the Technical Assessment, Quality Assurance and Research & Development functions to ensure the achievement of Agrément South Africa's core processes.
- Direct and oversee the management of the team of technical evaluators/ assessors to undertake evaluation of client's (services/ products/ systems) etc. for fit- for- purpose assessment, quality assurance and research and development.
- Provide executive level communication with clients, staff and stakeholders.
- Oversee the deployment, motivation and effective utilization of manpower resources.
- Drive and ensure that career development plan and KRAs are in place and outputs are approved and completed as required for all direct reports.
- Ensure that the Division is effectively resourced to achieve its mandate.
- Accountable for ensuring availability and development of technical expertise within the division to execute its mandate.
- Responsible for overall performance of the Division by ensuring the achievement of expected turnaround and delivery service levels.
- Develop and provide input and guidance into the formulation and finalization of strategic planning for Agrément South Africa's core processes

The performance out puts for technical assessment process are:

- Oversee and guide the determination of suitable, creative and innovative testing systems and evaluation/ assessment/ evaluation processes.
- Take executive lead of projects on behalf of clients, shepherd the technical evaluation through various phases (of testing/ assessment/ evaluation/ etc.) to ultimate issuing of an Agrément Certificate which is internationally recognized by WFTAO (World Federation of Technical Assessment Organisation)
- Accountable for ensuring that the necessary steps/ process involved in the certification process are followed as set down by Agrément South Africa's requirements.
- Assist the CEO in the management of the competence area/ agency
- Ensure that processes / evaluations are done in line with project management principles – ensuring that all processes are completed within specified budget, brief and timeframe.

- Take an executive lead in maintaining and managing links with existing clients and identify prospective clients who are able to make use of the competence area services to ensure the sustainability of the business; as well as raising the profile of Agrément South Africa nationally and internationally.
- Identify and oversee the implementation of a strategic business plan for operational and sustainable growth & robustness of the technical evaluation group.
- Participate in the certification approval process as an executive member of the Agrément Technical Committee.
- Present recommendations to Board for approval of applications reviewed successfully by the Agrément Technical Committee.

The incumbent will direct the implementation and adherence to Agrément South Africa's core process Policy, Procedures and Standards in quality assurance by:

- Ensure that technical outputs of the technical team are of high standard and high quality so that the credibility of the certification process is maintained.
- Oversee the implementation of compliance with appropriate management and system requirements
- Lead and promote a culture of excellence with regard to the application of Quality Assurance in the Technical Division.
- Provide strategic support and guidance to Technical Group Leader Quality Assurance role.

On Research and Development, the incumbent will direct and encourage and promote ongoing Research and Development practices within the Division by:

- Ensure that innovative and new technical practices and developments are communicated and brought to the attention of clients utilizing the certification process.
- Promote the importance of innovation and Research and Development initiatives within Agrément South Africa and with its clients and stakeholders.
- Promote a culture of excellence with regard to Research and Development in the Technical Division.
- Provide operational support and guidance to Technical Group Leader Research and Development role.

## **Knowledge**

The incumbent is expected to direct and lead the attainment of required knowledge levels in the Division by:

- Provide and develop practical level of expertise and knowledge within Agrément South Africa's core business by:
- Seek training and develop own skills.
- Ensuring staff development, strategic Human Capital Development (profiles, capacity and development)
- Initiate training interventions required by the technical staff.
- Network and maintain links with specialists required to execute technical; testing functions.
- Monitor industry changes/developments and ensure that the Division is prepared for these developments.

- Deliver technical presentations as an industry level expert.

Perform any task required by Agrément South Africa in line with the incumbent being deemed/recognized as an expert or recognized industry specialist.

Perform any and all responsible tasks given by the CEO

## **MINIMUM REQUIREMENTS (What is required to perform the Essential Duties)**

### **Minimum**

A Master's Degree in built environment discipline

10 years' experience

### **Added advantage**

MBA

## **Knowledge, Skills and Abilities (Competencies & level of competencies)**

### **Managerial and Technical Competencies:**

- Leadership and mentoring
- Project Management
- Knowledge of SABS standards
- Ability to maintain a high level of accuracy in preparing and entering information and attention to detail
- Ability to work with sensitive and confidential information
- Analytical
- Coordination
- Presentation
- Technical Report Writing
- Strategic Planning and organisation

### **Generic Competencies:**

- Accuracy (Essential)
- Attention to detail (Essential)
- Computer Skills (Essential)
- Communication Skills
- Confidentiality (Essential)
- Planning and organising skills
- Administrative Skills
- Time Management Skills
- Team Working Skills
- Problem Solving Skills
- Professionalism

The candidate will be subjected to integrity checks before appointment is made. Interested parties should forward their CV's with your name, surname, position title and reference number on the subject line (e.g. John Smith: Position interested in: Reference no: ASAxxxxx) to email address [agrement@agrement.co.za](mailto:agrement@agrement.co.za) by no later than **11 January 2019**.

Agrément South Africa is committed towards increasing the representation of marginalized groups in line with its Employment Equity Policy.

Please note that correspondence and communication will be only be conducted with shortlisted candidates and that Agrément South Africa reserves the right not to make any appointment.

**Enquiries regarding these vacancies, please contact Ms. Portia Molatlhegi on Tel.: 012 841 2859**