

JOB DETAILS

Job Title	Manager: Corporate and Business Planning
Division	Strategy and Stakeholder Relations
Unit	SMCP Strategy & Growth Innov
Remuneration	R864 056,00
Job Type Classification	Permanent
Location - Country	South Africa
Location - Province	Gauteng
Location - Town / City	Centurion
Email CV to	recruitment@tianaconsulting.co.za

MAIN PURPOSE OF THE JOB

Prime contributor to the development of the Bank's strategic plan/corporate plan in support of the Head: Corporate Strategy and Innovation.

To produce strategy documents which are instrumental in facilitating the definition and execution of the Land Bank strategy and to lead the planning process to achieve the intended objectives and positioning of the Bank through strategy themes.

Responsible for the monitoring, evaluating and reporting on the execution of the Bank's Corporate Strategic Plan – including the Bank's Corporate Performance Scorecard, Quarterly Reports to National Treasury, and the Integrated Annual Report.

Key Performance Areas

1. Project manage and facilitate the Strategy Planning Process for the Bank

- Communicates planning requirements to stakeholders.
- Ensures milestones are not slipping during planning process.
- Conducts analysis to inform the strategic decisions.
- Prepares the approach and content for the Board and ExCo Strategy sessions.
- Ensures that strategy documentation is filed and archived.
- Ensures planning is carried out in accordance with the allocated time frame.
- Analyses and reviews the planning implementation schedule on an on-going basis throughout the planning in order to make planning recommendations to line management.
- Attends regular progress meetings with internal and external stakeholders to obtain feedback on the status of the planning.
- Monitors the implementation of and adherence to the planning procedures.
- Develops annual corporate strategic calendar that encompasses all corporate strategy planning and reporting aspects.
- Monitors and reports progress relative to the strategy planning calendar.
- Ensures all strategy documentation are filed and archived for retrieval during audit processes.

2. Develop Strategies to inform the direction of the Bank at Corporate Level. Unpack the strategic implication at functional level to ensure alignment and implementation

- Conducts strategic analysis and prepares strategic proposals which feed in the Corporate / Strategic Plan.
- Ensures strategy execution through facilitating operational strategy communication across the organisation.
- Ensures alignment between organisational strategy, operational strategy and plans between all senior stakeholders.
- Determines dependencies, inter-dependencies and co-dependencies to other control systems.
- Reviews procedures across the organisation to ensure alignment.
- Distribution of content of corporate strategy to business units.
- Review performance plans to ensure alignment to corporate strategy.
- Facilitate strategy and business management problem solving for divisions in the Bank.

3. Monitor, Evaluate and Report Progress for internal (Bank) and external (including shareholder/National Treasury, Parliament, and other Key Stakeholders) communication.

Integrated Annual Report:

- Project manages and facilitates content compilation of the Integrated Annual Report.
- Coordinate service provider delivery.
- Identifies and escalates organisational impediments to achievement.
- Proactively evaluates progress towards achieving the strategy and identifies risk areas of non-achievement.

Quarterly Reporting – Internal Committees; Board and National Treasury

- Generate reports (including Quarterly NT Reports) and slides for submission to shareholders e.g. National Treasury and Parliamentary committees.
- Submits the schedule and reports to line management.
- Archives reports for future reference purposes.
- Produces reports in accordance with policies, procedures and legal requirements.
- Prepares monthly, quarterly and annual data reports for distribution on all lines of business.
- Identified trends and emerging developments through data analysis and recommends improvement on all lines of business.

Strategy performance

- Develops strategy maps to enable key themes or commitments to be properly tracked.
- Allocates appropriate metrics to each strategy map to enable the Bank to measure achievement effectively.
- Implements, tracks and reports on strategy achievement in the Bank at divisional, management and individual level.
- Provides data on key functional commitments by the Bank and tracking on achievement of these commitments to enable shortfalls to be addressed timeously by senior management.
- Contribute to the development of remediation plans for areas of under-achievement.

- Ensures validation of the performance against pre-determined objectives through the facilitation of internal audit of the Performance Scorecard.

Preferred Minimum Education and Experience

- Bachelors Degree in Business Management, Economics, Financial Management or related field.
- 4 - 5 years experience in strategy planning, strategy formulation and strategy development.
- 4 - 5 years experience in co-ordination and preparation of performance monitoring and reporting against organisational strategy and corporate plan.

Critical Competencies

- Advanced Microsoft Office
- Planning Software Principles
- Business Acumen
- Contract Administration Principles
- Financial Management Principles
- Business Objectives
- Presentation skills

Additional Requirements

Knowledge of the business environment.