



MANAGER IN THE CHIEF EXECUTIVE OFFICER'S OFFICE

Applications are invited from a suitably qualified, innovative, visionary, highly resourceful, competent and experienced candidate for appointment in the administration of the Media Development and Diversity Agency (MDDA) to fill in the position of the Manager in the CEO's Office.

MDDA is a statutory development agency for promoting and ensuring media development and diversity, set up as a partnership between the South African Government and major print and broadcasting companies to assist in (amongst others) developing community and small commercial media in South Africa, in terms of the MDDA Act No 14 of 2002.

The Manager in the CEO's Office will:

- # Ensure the efficient and effective administration and management of the Agency, through supporting the CEO's Office;
- # Assist the CEO in the co-ordination of the activities of the Agency.

Key responsibilities include:

- # Provide management support in the Office of the CEO, in line with the organisation's vision, mission and policies;
- # Enhance the capacity of the CEO's Office as a delivering office;
- # Ensure development and implementation of appropriate operating systems, the overall coherence and development of the MDDA;
- # Draft speeches and responses to correspondence;
- # Assists with stakeholders management;
- # Assist in maintaining relationship with MDDA clients;
- # Assist with communication and marketing
- # Assist in the preparation and drafting of reports to the MDDA Board and its committees, funders, Parliament and GCIS;
- # Monitor decisions taken in Parliament, the industry and Government in respect of media development and diversity;
- # Track and consolidate reports with respect of Strategic Plan implementation;
- # Supervise and support the staff in the CEO's Office;
- # Oversee and maintain the filing systems in the CEO's Office ;
- # Ensure protection and security of files and records;
- # Advise the CEO in respect of all areas of its duties, functions and powers.

Requirements: -

- # An appropriate tertiary qualification or equivalent experience with at least 3 – 5 years management and public sector experience;
- # Knowledge of South Africa's social- political and economic environment and how it impacts on media development;
- # Knowledge and preferably experience in Media sector;
- # Development sector experience and expertise
- # Grant making experience and expertise;
- # Strong communication and interpersonal skills;
- # Computer Literacy
- # Writing Skills

Remuneration: -

R364,317.59 total cost to company per annum excluding a discretionary performance bonus. The Manager in the CEO's Office will be reporting to the Chief Executive Officer and the position is based in Parktown, Johannesburg.

Suitable qualified and experienced candidates are invited to submit their CV together with a one page letter of motivation and names of at least three contactable referees to Ms Lihle Mndebela (lihle@mdda.org.za) by **12h00** on the **28th May 2010**.

Applications must be accompanied by a recent, updated comprehensive curriculum vitae as well as certified copies of all qualification documents and identity document. Failure to submit the requested documents will result in the application not being considered. Correspondence will only be conducted with shortlisted candidates. ***Should you not hear from us within two weeks of the closing date, please consider your application as unsuccessful.*** Only applicants who are interviewed will be advised of the outcome of their applications. Successful candidates will be required to enter into performance contracts.

MDDA is committed to employment equity policies and promoting equity, and to equal opportunity employment. Appointment is subject to appropriate reference checks and verification of information provided. The MDDA is under no obligation to fill the position after advertising it and reserves the right not to make any appointment. Although advertised, it may thus either be withdrawn or re-advertised.