

WESGRO

JOB DESCRIPTION

NAME:

1. **JOB DETAILS: Head: Special Projects**

2. **PURPOSE OF THE JOB:**

The purpose of the role Head: Special Projects is to coordinate, support and provide oversight to the War Room project established by the Premier of the Western Cape, including special projects identified in municipalities within the Province.

3 **REPORTING STRUCTURE**

Incumbent will report directly to the Lead, Western Cape War Room

2.1.1 **ORGANISATIONAL RELATIONSHIP**

Incumbent will report directly to the Lead: Western Cape War Room who reports to the CEO.

3.2 **IMPORTANT CONTACTS**

Internal

WHO?	WHY?	HOW? Often
Lead: Western Cape War Room	Policy and strategy formulation, operational issues, key performance areas reviews, budgets, HR issues, External & internal communication, etc, and as required/ requested by Lead: Western Cape War Room	C
CEO	Leading the oversight and coordination of the implementation of projects as determined by the Premier and Cabinet, relevant Mayors and MAYCOs from time to time.	C
Immediate colleagues & other departments	Share information or request assistance, etc	C

* C = Constantly

W = Weekly

S = Seldom

D = Daily

M = Regular Monthly

I = Intermittent but Intense

External

WHO?	WHY?	HOW? Often
Local Businesses	Coordinate engagements with business Stakeholders to give input to War Room teams	C
Key Stakeholders	As part of required activities	C
Service providers	Liaise with service providers and implement SLA	I
Office of the Premier, Western Cape Government (WCG), Wesgro, City of Cape Town (CoCT), other identified municipalities	As part of co-ordination of tasks and following up enquiries	C
Authorising Committees comprising Provincial, Municipal and National political and operational leaders	Update decision makers on War Room progress and elicit support for activities	I
War Room Teams	Direct and manage logistics, training and operations of War Room teams and participants	W

* C = Constantly
D = Daily

W = Weekly
M = Regular Monthly

S = Seldom
I = Intermittent but Intense

3. KEY PERFORMANCE AREAS

KEY PERFORMANCE AREAS	KEY PERFORMANCE ACTIVITIES
<p>1. Provide strategic support, co-ordination and oversight to the Western Cape Government War Room (WCGWR) projects.</p>	<ul style="list-style-type: none"> • Ensure that War Room Teams are supported through a structured programme of engagements • Assist, coordinate and facilitate War Room Teams to deconstruct and refine problem statements and mobilize attention around learnings • Assist, coordinate and facilitate War Room Teams with sequencing reforms to problems. • Assist, coordinate and facilitate War Room Teams with implementing results using experiential action and consolidate learning
<p>2. Provide strategic support, co-ordination and oversight to the WCGWR Authorising Teams enabling them to make strategic decisions.</p>	<ul style="list-style-type: none"> • Ensure that Authorising Teams are supported through a structured programme of engagements. • Ensure that the Authorising Teams are kept abreast of the performance of War Room Teams. • Ensure that all data, information and results are captured in regular reports and presentations. • Ensure that authorisers are kept abreast of risks and progress of project milestones.
<p>3. Provide co-ordination and content support to ensure that strategic meetings are run efficiently to maximise positive outcomes by ensuring that all content is strategic and action oriented. This is required to mobilise the positive traction and success of projects and ensure that use of the methodology is embedded in the organization</p>	<ul style="list-style-type: none"> • Manage the curation and coordination of content and processes for War Room meetings for teams and authorisers. • Ensure that accurate minutes of all meetings are timeously provided to War Room teams and authorisers. • Support team members in their learning journey. • Ensure that all outstanding items raised at the meeting are tracked before the next meetings. • Ensure that the relevant allocated communications team is provided with the necessary data and information required to address both internal government and external communication plans
<p>4. Develop and maintain a repository of information and data related to the performance of the WCGWR project to ensure that performance</p>	<ul style="list-style-type: none"> • Oversee the collation of information, statistical and otherwise. • Proactively demonstrate the value of data by interfacing with relevant identified

<p>related data (over the term) is curated and evaluated to enable strategic decision making</p>	<p>government departments to curate and manage data, with a view to them generating insightful analytical reports that add value to the members of the War Room, ensuring effective and accurate interpretation of that data.</p>
<p>5. People Management to ensure that the Problem Driven Iterative Adaptive (PDIA) Coordination Hub performs as per their required deliverables</p>	<ul style="list-style-type: none"> • Ensure adherence to both company policy and Human Resources policy and procedure. • Ensure that the Function's staff have the required necessary competencies to undertake the functions expected of them in an efficient and effective manner while meeting the Function's overall objectives. • Develop and manage the appropriate ongoing development of all reporting staff and ensure that all performance review sessions are met. • Lead and direct staff within the function so that they are able to achieve the objectives set for them. • Promote a high-performance culture within the function

5.1 PERSON SPECIFICATION AND COMPETENCIES

KNOWLEDGE

- A tertiary qualification is required.
- A Bachelor's Degree in Political Science, Public Policy, Economics, Monitoring & Evaluation, Law, Development Studies, Communications, Political or related field would be an advantage.
- A relevant post graduate qualification will be advantage
- Minimum of 5 years' experience in a Legislature, Parliamentary, Legal, Public Sector, Political or related environment
- Previous exposure to problem-driven, iterative and adaptive methodologies an advantage
- Knowledge of the local, provincial and national political and legislative framework and dynamics
- Knowledge of public policy

5.2 SKILLS

- Excellent Report writing and Presentation skills
- Interpersonal and leadership skills
- Strong communication skills
- Strong strategic ability
- Strong project management skills
- Ability to manage a budget
- Ability to meet deadlines and work under pressure

- Negotiation skills
- Stakeholder Management
- Operational and implementation planning skills
- Effective problem solving skills
- Proven ability to work independently as well as in a team

5.3 ATTITUDES

- Flexible, adaptable, reliable and honest
- Should enjoy taking initiative and be creative and innovative
- Positive, outgoing personality: enthusiastic, optimistic
- Results orientated with a passion for service excellence
- Willing to work long and flexible hours when necessary
- Extremely Honest

6. AUTHORITY AND ACCOUNTABILITY

The incumbent will adhere to Wesgro policy, strategy and procedures, regarding expenditure, asset management and medial relations.

Job Description written by: Lead: Western Cape War Room

Position authorized by: CEO

Date of authorization:

Job level approved by Job Grading:

I fully understand what my duties and objectives are in terms of this job description.

SIGNED:

Incumbent

.....

Lead: Western Cape War Room
Wesgro

.....

Date

.....

Date