

Chief Operations Officer

Salary range R2 077 670.26 per annum total cost to company

Handwritten signature and date: 13/12/2023

JOB PURPOSE

- The purpose of this position is to provide management, leadership and vision to ensure the organisation meets its short-term and long-term objectives. To drive extensive and sustainable growth, contribute towards the development of business plan and corporate strategy, ensuring an integrated, coordinated approach to implementation through performance management and to oversee the organization's ongoing daily business operations, administration, procedures and maintain control of diverse business operations. Design and implement policies to promote the company culture and vision and oversee operations to keep businesses on track.

DUTIES AND RESPONSIBILITIES

- Lead and direct the implementation of the company business strategy, objectives and plans focusing on operations, projects, business development, quality management, and other major functional areas and align them with the overall business strategies.
- Work closely with the Chief Executive Officer, Executive Strategy: Planning and Transformation, Chief Financial Officer and the Board to conceptualize and develop short and long term actionable plans in the implementation of the SMART Market strategy.
- Facilitate the upgrading of current infrastructure to meet the customer expectations and aggressively engage in the sweating of JM assets.
- Ensure the development of compacts with the City of Joburg, Business community including Farmers, emerging and established, the Agents, Customers and beneficiary communities, Agro Processing Businesses and the entire value chain in the Fresh Produce Industry.
- Provide leadership to the operational team, developing and executing the operational plans and management systems to ensure effective internal communications among team members.
- Establish relationship and network with the key stakeholders.
- Ensuring continuous operational performance improvement by managing changes to strategy, structure, and resources



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- Overseeing the daily business and administrative operations and improving operating procedures for optimal efficiency
- Assessing and enhancing the efficiency of internal and external operational processes
- Spearheading strategies to steer the company's future in a positive direction
- Assessing and implementing improved processes and new technologies, and collaborating with management regarding the implementation of these improvements
- Set comprehensive goals for performance and growth.
- Evaluate performance by analyzing and interpreting data and metrics
- Write and submit reports to the CEO in all matters of importance
- Participate in expansion activities (investments, acquisitions, corporate alliances etc.)
- Creating business initiatives, operation strategies and policies often related to minimizing expenses;
- Communicating business strategy and policy to employees and delegating projects;
- Manage relationships with stakeholders
- Establish and maintain revenue generating operations on a profitable footing based on cost and pricing decisions
- Review the magnitude of budget allocation of funds applied towards the operational department under management and to motivate and justify the allocation.
- Ensure adherence to budget and manage cost.
- Utilize funds allocated for the current year optimally in response to the operational requirements of the department, and report accurately on variances
- Ensure achievement of the objectives set out in the business plan for the year
- Establish and implement short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures; monitor and evaluate programmatic and operational effectiveness, and effect changes required for improvement
- Conduct feasibility studies, recommend and implement fee schedules, monitor revenue and expenditure trends, and make recommendations for cost-effective operations
- Oversee all facets of the daily operations of the organizational unit, ensuring compliance with the company, municipal and governmental policies, and regulations
- Perform miscellaneous job related duties

QUALIFICATIONS

- Grade 12 plus B-Degree at NQF level 7;
- NQF level 8 and above shall be an added advantage (Post graduate / Honors /Master's Degree)
- Minimum of Ten (10) years' experience in Operations, five (5) years of which should be at a Senior Management level.

Joburg Market is an equal opportunity employer. All appointments will be made in accordance with Joburg Market Employment Equity Policy. Joburg Market reserves the right not to make appointment

Email to: coo@joburgmarket.co.za

Please note all CV's must have the following attachments: Cover Letter, certified copy of ID, and supporting qualifications, if not attached your application will be rejected.

By submitting your application for a position at Joburg Market, you are consenting that the personal information submitted as part of your application may be used for the purposes of Recruitment and Selection and related process.

Please take note that if you are not contacted after 4 weeks of closing date; consider your application as unsuccessful.

The closing date is 31st December 2023 @ midnight 24H00