

Executive: Operations

Location: Centurion, Pretoria, South Africa

Salary package: USD 7 777 to USD 9 898

3 Year Fixed Term Contract: renewable based on performance

BACKGROUND:

The Collaborative Africa Budget Reform Initiative (CABRI) is an international membership-based organisation that provides a platform for peer-learning and exchange for African Ministries of Finance, Budget, and Planning. Since its inception in 2009, CABRI has investigated what works, what doesn't, and under which circumstances from the perspective of the Public Financial Management (PFM) practitioner. CABRI understands that country context matters, and acts as a catalyst for change within countries.

Through its work, CABRI continues to strive to achieve its vision that:

Across Africa, public finance resources are managed with integrity, transparency and accountability for efficient and effective service delivery, sustainable economic growth, and development.

CABRI is recruiting an Executive: Operations. The Executive: Operations is responsible for delivery of effective organisational administration and support and corporate services; through oversight/responsibility: for the internal functions of finance, procurement, events management as well as the human resources (HR), facilities and information technology (IT) functions delivered through outsourced service providers. Candidates should exhibit strong soft skills - applicants must be persuasive leaders and critical thinkers, with a highly innovative and social engagement ability. The successful candidate will report directly to the Executive Secretary, who is the Accounting Officer.

Applicants from equivalent positions in Public Sector and International Organisations are highly encouraged to apply.

Preference will be given to candidates from Africa with knowledge of South African Laws for Human Resources and Business.

DUTIES AND RESPONSIBILITIES:

- Ensure implementation and adherence to policies and procedures, and that all service activities operate consistently and within the Mission and core values of CABRI.
- Active strategic leadership, as well as operational leadership in areas of responsibility, both for the Operations Division and across the organisation.
- Support the Executive Secretary on organisational strategy and planning processes.
- Develop and present reports at senior level, like to the CABRI Management Committee (Board) and international partners including donors.
- Financial management and accounting including budgeting, International Financial Reporting Standards (IFRS) audits and financial reporting, forecasting – monthly, quarterly. Financial scenario planning.



- Ensure agreed standards as well as turnaround times for procurement, payments, reporting, budgeting and planning are consistently upheld.
- Ensure procurement and HR processes are followed in terms of organisational policies and procedures and are efficient.
- Produce reports, review and edit work of team members.
- Establish key performance indicators (KPIs) and monitoring system to oversee operational performance and report on progress.
- Direct reporting line: Finance Officer, Finance Administrator, Procurement Officer and Events Manager.
- Management of outsourced HR, facilities and IT service providers, ensuring performance against service level agreements.
- Any additional ad-hoc tasks as requested.

REQUIREMENTS:

- 10 years progressively responsible experience in senior management-level positions
- Advanced tertiary qualification in Finance, Accounting, Corporate Services or similar
- Professional registration (Chartered Accountant (CA), Chartered Institute of Management Accountants (CIMA), Master of Business Administration (MBA)) will be advantageous, however not a requirement
- Proficient in MS Office suite
- Hands-on management capability but also able to communicate effectively at senior management level
- Ability to develop and implement financial sustainability models and long-term planning strategies to ensure organisational stability and growth
- Conduct comprehensive systems audits to identify areas for improvement and drive operational efficiency
- Contribute to donor funding proposals, including innovative working models, to secure and maintain external funding streams
- Demonstrate proven experience functioning effectively at the Executive level, providing strategic leadership and decision-making
- Leverage cross-domain expertise, including Human Resources, Information Technology, and Strategic Management, to align and integrate organisational objectives
- Exhibit a proactive, goal-oriented approach to strategy development while maintaining the ability to oversee and execute operational tasks as needed

Interested candidates must send their CV with a cover letter to Mrs. Lizelle De Villiers at email address: Lizelle@empowertalent.co.za by latest 14 March 2025.

Should you not be contacted within 90 days of the closing of the application date, please be advised that your application was unsuccessful.

CABRI is an international organisation that values good standing. Candidates will be required to give permission for background checks.