



## JOB PROFILE

A. Post Information	
<b>Post Title</b>	Chief Executive Officer (CEO)
<b>Component</b>	CEO Office
<b>Location</b>	Head Office - Johannesburg
<b>Post Reports To</b>	The Commission

Job Profile Verification	
<b>Profile Verified By:</b>	Lucky Zulu (Human Resources Manager)
<b>Date Verified:</b>	28 June 2022

Job Profile Validation	
<b>Profile Validated By:</b>	Adv. Bongani Majola (Chairperson)
<b>Date Validated:</b>	28 June 2022

Job Evaluation Outcome	
<b>Confirmed Grade:</b>	
<b>Date Graded:</b>	

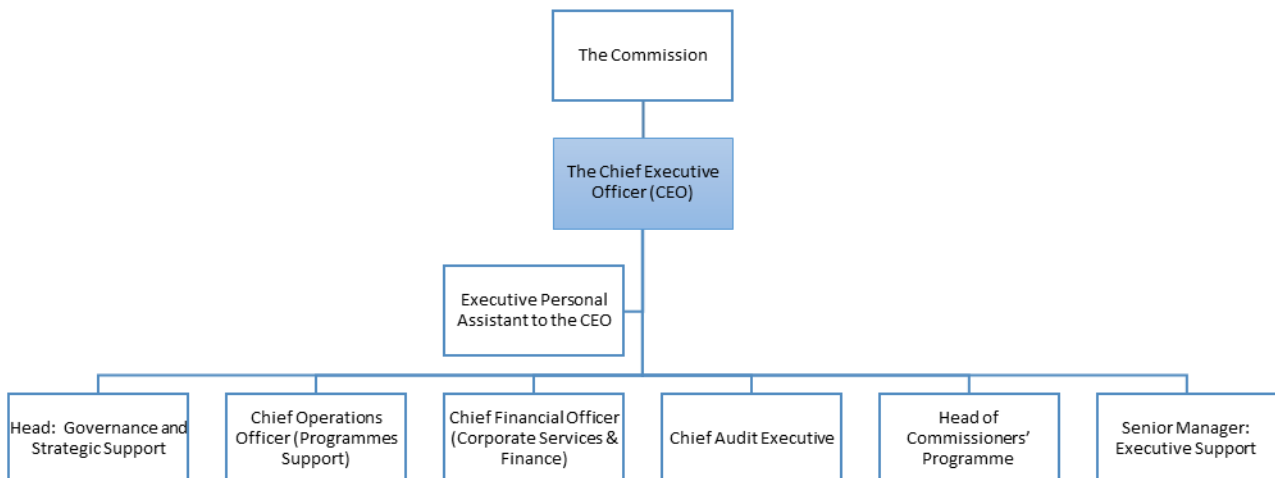
## B. Job Purpose

*Brief statement outlining the overall purpose/reason for existence of the post (one or two sentences).*

To assist the South African Human Rights Commission (the Commission) in the performance of its financial, administrative, and clerical functions. In this regard, provide strategic leadership, direction, and guidance to the Secretariat of the SAHRC to ensure the effective management of the affairs and operations of the Commission. Perform duties as assigned by the South African Human Rights Commission Act (Act 40 of 2013). Perform duties of an Accounting Officer as prescribed in the Public Finance Management Act (PFMA) (Act 1 of 1999 as amended).

## C. Position of the Post in the Organisation

*Structure diagram*



<b>D. Key Responsibilities</b>			
<i>List major activities and contribution to the organisation for which this post is held accountable</i>			
<b>Key Performance Areas (KPA)</b>		<b>Activities (Linked to each of the KPAs)</b>	
<b>No.</b>	<b>KPA Description</b>	<b>No.</b>	<b>Activity Description</b>
1	Provide strategic support, advice, and guidance to the Commission.	1.1	Provide strategic support, advice, and guidance in the development of the Commission's strategic plan and ensure that the strategy aligns to the vision, mission and mandate of the Commission.
		1.2	Provide leadership, guidance, and support to the staff of the Commission and ensure that the Commission's strategy is translated into clearly defined and measurable objectives and goals.
		1.3	Ensure the effective execution of the Strategic Plan, Annual Performance Plan and Operational Plans of the Commission.
		1.4	Oversee the monitoring of the implementation and reviewing of the Commission's strategic plan and ensure that corrective measures are taken to keep the plan on track in light of new challenges (executive responsibility for the state of performance in the organization).
		1.5	Lead, guide and oversee the development and implementation of monitoring and evaluation systems, strategies, policies and processes to assess the overall performance of the Commission against defined strategic objectives and goals.
		1.6	Develop effective working relationships and engage with the Commissioners with regards to the strategic direction of the Commission and obtain inputs.
		1.7	Report to the Commissioners on the progress made on the implementation of the goals and objectives contained in the strategic plan of the Commission.
		1.8	Prepare annual reports or any other report for tabling

			in the National Assembly and all other relevant structures as required with regards to the achievement of the Commission's strategic objectives and mandate.
		1.9	Ensure good governance within the SAHRC in line with relevant legislation, regulations and policies.
		1.10	Manage the performance of all units directly reporting to the office of the CEO.
		1.11	Put in place performance monitoring and oversight tools and effectively manage discipline among all staff.
		1.12	Promote coordination between the Secretariat and Commissioners, including through initiating regular engagements with the Chairperson or Deputy Chairperson as well as the attendance of quarterly, monthly, and other meetings of Commissioners etc.
2	Develop strategic alliances and partnerships with all relevant stakeholders and effectively communicate with the media in order to promote and advance the SAHRC's vision, mission and mandate.	2.1	Build alliances and partnerships with all relevant stakeholders including donors in order to advance the work of the SAHRC.
		2.2	Build the profile and image of the Commission nationally, regionally, internationally, and effectively communicate the vision and objectives of the Commission.
		2.3	Participate and lead the SAHRC's participation in strategic stakeholder engagement and management as well as relevant interventions aimed at boosting relations with relevant structures including Government.
		2.4	Attend and ensure attendance of identified national, regional and international events (seminars, workshops, meetings, conferences etc) as required in order to promote and advance the work of the SAHRC.
		2.5	Facilitate engagements between the Commission and the media in order to advance the work of the Commission.
3	Perform duties assigned to the Accounting Officer in terms of	3.1	Take overall financial management responsibility and ensure that the Commission has sound financial

	the Public Finance Management Act 1999. (Act 1 of 1999)		management policies, processes and systems in place.
		3.2	Oversee and monitor compliance with the Public Finance Management Act.
		3.3	Oversee and monitor the provision of sound financial management services, accounting services, expenditure and budgetary control.
		3.4	Oversee and ensure that the Commission's budget is aligned to and supports the achievement of the strategic objectives and goals.
		3.5	Oversee, monitor and ensure that the Commission complies with all its financial reporting responsibilities.
		3.6	Develop and improve systems of internal control to achieve clean audit opinions.
		3.7	Lead and oversee the risk management process to ensure that risks are identified, monitored and reduced for achievement of strategic goals and avoidance of negative audit outcomes.
4	Oversee the effective promotion and practice of good corporate governance and compliance pertaining to all relevant policies, legislations and regulations	4.1	Oversee the development and implementation of good governance policies, practices and processes within the SAHRC.
		4.2	Oversee, monitor and ensure that the SAHRC complies with all relevant legislations, regulations, policies and guidelines that regulate its activities and operations.
		4.3	Oversee development of all internal policies according to best practice guidelines and monitor and ensure that the Commission complies with its own policies, processes and procedures.
		4.4	Oversee, monitor and ensure that the Commission complies with all audit requirements.
		4.5	Ensure adherence to and promote compliance with relevant statutory and regulatory prescripts that govern the conduct of the employees of the Commission.
		4.6	Provide support and advice to the Commissioners in relation to corporate governance.

5	Provide leadership and guidance and ensure that the Commission's operations support the attainment of the strategic objectives	5.1	Oversee the implementation of all adopted programmes in line with the strategic objectives contained in the strategic plan of the Commission.
		5.2	Provide leadership, direction, guidance and support to the executive and management team of the Commission and ensure that they meet the objectives set for them.
		5.3	Monitor and evaluate the performance of all divisions of the Commission and ensure the implementation of corrective measures where required.
		5.4	Oversee and ensure that the Commission has all the appropriate structures and resources it requires to meet its strategic objectives and deliver on its mandate.
		5.5	Oversee and ensure the implementation of sound labour relations and human resources policies, process and procedure
		5.6	Oversee, monitor and ensure that all the Commission's reporting requirements are met.
		5.7	Oversee the activities of the Commissioners' programme.
		5.7	Oversee and support the coordination of the provincial offices.

<b>E. Advisory Responsibility</b>	
<i>Is it required from the post holder to give formal advice and engage with external stakeholders? Please indicate the type of advice given and to whom.</i>	
<b>To / From Whom</b>	<b>Type of Advice/ Information</b>
1 The Commissioners	1.1 Obtain permission for specific interventions and activities 1.2 Obtain strategic advice and input on the development of the strategic plan 1.3 Report on the achievement of operational plans and

	annual performance plans.
	1.4 Provide corporate governance support and advice.
2 Programme Managers including Provincial Managers	<p>2.1 Provide strategic leadership and advice on the development of the strategic plan</p> <p>2.2 Monitor the implementation of the strategic plan, annual performance plan and operational plans</p> <p>2.3 Ensure performance management and monitoring are done regularly and on time</p> <p>2.4 Give strategic advice and support as and when required on the operations of the Commission</p>
3 The Department of Justice	<p>3.1 Engage on relevant matters as mandated by the Commission</p> <p>3.2 Facilitate appropriate engagements on behalf of the SAHRC</p>
4 National Treasury	4.1 Legislation and policy changes, strategic planning reporting and reporting on audit enquiries
5 The media	5.1 Information and reports on the activities of the Commission
6 Donors and strategic partners	<p>6.1 Information and reports on the activities of the Commission</p> <p>6.2 Obtain support and strategic alliances for the SAHRC</p>
7 Government (Departments, entities etc)	<p>7.1 Proactive engagement and collaboration on the activities of the Commission</p> <p>7.2 Provide relevant support</p> <p>7.3 Monitor and evaluate human rights issues</p>
8 Other Chapter 9 Institutions	8.1 Collaborations on human rights and related issues (under the authority of the Chairperson)
9 Auditor General	9.1 Comply with regulatory and legislative requirements to facilitate audit processes and reporting on audit enquiries

10 Internal audit and the audit committee	10.1 Comply with internal audit requirements, including the provision of relevant reports as and when required.
11 Finance Committee	11.1 Reporting
<b>F. Accountability</b>	
<i>These fields are not compulsory and should only be completed if the fields are relevant to your post</i>	
Number of staff directly managed	<ul style="list-style-type: none"> <li>• 5 (Including P.A)</li> </ul>
Number of staff indirectly managed	<ul style="list-style-type: none"> <li>• 151</li> <li>• As well as interns and ad hoc staff</li> </ul>
Financial accountability	<ul style="list-style-type: none"> <li>• Budget for the SAHRC – R220 539 000.00</li> </ul>

<b>G. Inherent requirements of the Post</b>	
<i>The minimum qualifications, skills, knowledge, experience and behaviour that are required to perform the job competently.</i>	
<b>Skills/ Knowledge/ Behaviour:</b>	
<b>Requirement</b>	<b>Type</b>
<p><b>Key competencies</b></p> <p><i>(This field requires a list of all skills, behaviour and attitude requirements)</i></p>	<ul style="list-style-type: none"> <li>• Strategic capability and leadership</li> <li>• Inter-personal skills</li> <li>• Financial management</li> <li>• Programme and project management</li> <li>• Problem solving and analysis</li> <li>• People management and empowerment</li> <li>• Knowledge management</li> <li>• Communication</li> <li>• Diversity and change management</li> <li>• Service delivery innovation</li> <li>• Honesty and integrity</li> <li>• Client orientation and customer focus</li> <li>• Stakeholder management and engagement</li> <li>• Decision making</li> </ul>



	<ul style="list-style-type: none"> <li>• Performance management (Institutional and Individual)</li> </ul>
<p><b>Knowledge and education</b></p> <p><i>(This field requires a list of all knowledge requirements relevant to this post e.g. Knowledge of the Public Service Act.)</i></p>	<ul style="list-style-type: none"> <li>• A post graduate degree, preferably in business management or Finance, or a Bachelors degree in law or international relations, or international law</li> <li>• Knowledge of good governance policies, practices and directives including the King reports</li> <li>• Knowledge of the PFMA and Treasury Regulations</li> <li>• Knowledge and understanding of the Constitutional mandate of the SA Human Rights Commission</li> <li>• Knowledge and understanding of all relevant (national and international) human rights legislation/laws</li> <li>• Knowledge of human rights theory and practices</li> <li>• Knowledge of all relevant legislation, policies and procedures</li> <li>• Knowledge and understanding of monitoring and evaluation</li> <li>• Knowledge and understanding of the Batho Pele principles</li> <li>• Able to: <ul style="list-style-type: none"> <li>○ monitor &amp; evaluate the organisational level PMER system;</li> <li>○ ensure compliance with all statutory &amp; regulatory PMER requirements; &amp;</li> <li>○ use performance information to plan, &amp; give effect to the organisation's strategy.</li> </ul> </li> </ul>
<p><b>Experience</b></p> <p><i>(Please list all relevant experience required for the post)</i></p>	<ul style="list-style-type: none"> <li>• At least 8 years' experience in a senior management role including some experience operating at an executive level capacity.</li> <li>• Experience in the development of an organizational strategy</li> <li>• Experience in the preparation and management of strategic plans, operational plans and budgets.</li> <li>• Previous experience in the management of a government institution or an NGO would be an added advantage.</li> </ul>

<b>H. Career pathing</b>	
<b>Next higher position:</b>	Not Applicable

<b>What is required to progress:</b>	Not Applicable
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**I. Job profile agreement**

*The Manager or his/her nominee reserves the right to make changes and alterations to this job profile as he/she deem reasonable, after due consultation with the post holder.*

**We the undersigned agree that the content of the completed Job Profile gives an accurate outline and content of the Post.**

<b>Title</b>	<b>Name</b>	<b>Employee Number</b>	<b>Signature</b>	<b>Date</b>