



INTERNAL/EXTERNAL ADVERTISEMENT

DATE	20 July 2016
JOB TITLE	Business Coordinator
REPORT TO	Executive Manager: Legal Services
MAIN PURPOSE OF THE JOB	<ul style="list-style-type: none"> • To provide a business management support function through the coordination of various strategic initiatives and operations management interventions thereby supporting the Executive and the team to achieve effective and efficient application of resources. • To support the Executive and the business division with various activities with particular emphasis on Business Planning, Performance Management, Project Coordination, Risk Management, Change Management, Operational and Administrative functions while ensuring proper governance and compliance to legislation and best practice within the framework of the Landbank's policies and guidelines.
NO OF INCUMBENTS	1
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> • Coordinate and contribute to the development and implementation of the Corporate's Business plan and Balanced Scorecard to execute agreed strategic objectives. Monitor, track and report on these strategies and initiatives including recommending enhancements/changes as and when required. Provide business intelligence to the Executive by conducting studies, research and keeping abreast on issues affecting areas of responsibility which inform the direction of the Division. Coordinate and manage the development of the Divisional budget and resources – short and long term and ensure alignment to the business plan. Prepare the Executive prior to attending meetings and provide Executive with information, analysis, discrepancies as required for effective participation in these meetings. Act as the Divisional Risk champion. • Prepare the divisional annual calendar. Engage with Executive's direct reports and prepare the agenda for the Management Committee (Manco). Minute and formulate action minutes of various Divisional meetings. Track all resolutions and action items arising from the Manco and other Divisional meetings. Coordinate and/or prepare any required concept documents, reports, memos, letters and presentations on behalf of the Executive/General Managers as and when required. Research, collate any relevant information and scrutinise complex submissions/reports and provide input or feedback to the



INTERNAL/EXTERNAL ADVERTISEMENT

	<p>Executive. Prepare required presentations on behalf of the Executive or other team members aligned to the Land Bank brand. Prepare the Executive's Exco and other Committee or Board submissions and other initiatives as required. Track all resolutions and action items arising from the Exco and the Board and prepare any communication in conjunction with the Executive and assist with the dissemination of information pertaining to activities, programs, resolutions, policy, directives etc. Monitor implementations of resolutions and follow through to ensure that actions are completed by the agreed deadlines.</p> <ul style="list-style-type: none"> • Establish and implement effective business support functions, set up and maintain systems processes and procedures that will contribute towards improving efficiencies and improve the customer experience. Act as the Budget Controller for the Executive, monitor and report on variances concerning the budget. Assist with the coordination and monitoring function and contribute to budget compilation to support the business unit managers. Monitor and evaluate expenditure and procurement of services in line with budget and policy directives. Monitor aspects related to business continuity and Enterprise Risk Management. Identify potential risks within areas of responsibility and make recommendations to mitigate identified risks. Follow-up on Audit and Risk matters and required actions pertaining to the division. • Coordinate the performance reporting process and the reporting of the divisional and business unit performance against agreed strategic and operational objectives as per the reporting requirements and Land Bank standards.
<p>LOCATION</p>	<ul style="list-style-type: none"> • Centurion
<p>PREFERRED MINIMUM EDUCATION AND EXPERIENCE</p>	<ul style="list-style-type: none"> • A minimum of 8 -12 years' experience in banking environment and economic development services. • A Postgraduate tertiary qualification. Preferably MBA/Masters. Additional business qualifications such as Project Management, Finance and Economics. • Extensive knowledge and application of Microsoft Office packages e.g. Word; Excel, MS Project and Power-Point. • Strong experience in strategy formulation and execution. • Strong planning and project management experience. • Excellent experience in analytics and strategic reporting writing. • Strong business acumen and strategic advisory experience.



INTERNAL/EXTERNAL ADVERTISEMENT

CRITICAL COMPETENCIES	<p>The incumbent is required to have the following leadership competencies:</p> <ul style="list-style-type: none">• Inspirational leadership. Motivate and inspire others to work towards common goals. Proactively seek feedback and coaching to drive personal development. Develop capabilities of others and nurture future talent. Acts consistently with honesty and integrity and in accordance with the standards for right conduct.• Business Acumen. Actively develop short and long term strategies. Demonstrate commercial and financial expertise. Uses a methodical problem solving approach as a foundation for effective decision making taking into account importance, urgency and risk.• Delivery: Translates business objectives into practical, prioritised and organised action plans; ensures plans are safely and successfully implemented. Makes effective use of resources when executing; ensures processes are in place to achieve outcomes aligned to operational excellence standards.• Leading & Managing Change: Generates and implements new and innovative ideas/approaches to improve business outcomes. Embraces, leads and manages change, providing guidance and support during implementation.• Teaming: Communicates ideas, information and business objectives effectively and persuasively, resulting in desired actions/outcomes. Promotes, collaboration information sharing and learning within and across business boundaries. Focuses on ensuring stakeholder satisfaction by building mutually beneficial relationships with stakeholders. These include the Board, Executive Team, Management Team, Staff and other key stakeholders.• Business Ethics - Treats people with respect. Keeps commitments. Inspires the trust of others. Works with integrity and ethically. Upholds organisational values.
------------------------------	---



INTERNAL/EXTERNAL ADVERTISEMENT

	<ul style="list-style-type: none"> • Communications - Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods. • Judgment - Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision-making process. Makes timely decisions. • Managing People - Provides direction and ensures individuals and teams work effectively in achieving objectives. Includes subordinates in planning. Takes responsibility for subordinates' activities. Makes self-available to subordinates. Provides regular performance feedback. Develops subordinates' skills and encourages growth.
<p>ADDITIONAL REQUIREMENTS:</p>	<ul style="list-style-type: none"> • Deep understanding of impact of the sector and external factors (e.g. economy, financial markets, market risk dynamics etc.) on risk of the Land Bank portfolio and potential transactions. • Thorough understanding of South African and other relevant regulations. • Ability to create effective and practicable frameworks. • Familiar with the relevant legislative framework. • Understanding of transactions structuring and risk assessment thereof.
<p><i>Appointment will be made in line with Employment Equity objectives of the Bank</i></p>	
<p>APPLICATIONS:</p>	<p>If you meet these requirements, forward your completed internal application form and CV to : RecruitmentH@landbank.co.za NB. Please do not send certificates, testimonials, etc. with your application. If no response is received from our office within two months of the closing date, please consider your application unsuccessful.</p>
<p>CLOSING DATE:</p>	<p>27 July 2016</p>



INTERNAL/EXTERNAL ADVERTISEMENT