



Limpopo Tourism Agency (LTA) is a schedule 3c parastatal mandated in terms of Limpopo Tourism Act of 2009 to amongst other things promote and offer a sustainable and diverse tourism experience through strategic marketing (destination marketing) and support and facilitate tourism development programmes, collaborations with stakeholders and sector transformation. LTA as an environment that encourages innovation, creativity and self-management, has the following challenging position at their Head Office in Polokwane. Limpopo Tourism Agency is an equal opportunity employer committed to the achievement and maintenance of diversity as well as employment equity. WOMEN and PEOPLE WITH DISABILITIES are encouraged to apply.

Post : Chief Executive Officer - (Five (5) Year fixed-term contract position)
Ref No. : 001/22
Salary : R1 623 518 (Total cost to Company Salary including benefits: Not Negotiable).
Reporting : The Position reports to the Board

ESSENTIAL REQUIREMENTS OF THE POST

Qualification

Grade 12

Degree in Marketing, or Tourism Management, or Business Management, or related field

Work Experience

- 8 years of executive management experience
- Knowledge of leadership and management principles for public entities
- Knowledge of national and provincial legislation applicable to public entities
- Knowledge of challenges and opportunities relating to tourism
- Knowledge of human resources management
- Knowledge of financial management
- Knowledge of project management

Skills and Competencies

- *Adaptability:* Demonstrate willingness to be flexible, versatile and tolerant in a changing work environment while maintaining effectiveness and efficiency.
- *Build Relationships:* Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the Agency.
- *Communicate Effectively:* Speak, listen and write in clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- *Creativity/Innovation:* Develop new and unique ways to improve operations of the Division and to create new opportunities.
- *Focus on Client Needs:* Anticipate, understand, and respond to needs of clients to meet or exceed their expectations within the Agency parameters.

- *Foster Teamwork:* Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance effectiveness.
- *Make Decisions:* Assess situations to determine the importance, urgency and risks, and make clear, timely decisions in the best interests of the Division.
- *Organise:* Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- *Plan:* Determine strategies to move the Division forward, set goals, create and implement actions plans, and evaluate the process and results.
- *Solve Problems:* Assess problem situations, identify causes, gather and process information, generate solutions, make recommendations, resolve the problem.
- *Think Strategically:* Assesses options and actions based on trends and conditions in the environment, and the vision and values of the Agency.

JOB PURPOSE

To exercise overall responsibility for the leadership, strategic and management direction and operational results of the Agency, work closely with the LTA Board and the management team, ensure that the Agency establishes appropriate goals, and manage its resources to meet these goals

DUTIES OF THE POST

Fiduciary Duties:

- Optimise both the short-term and the long-term performance of the Agency
- Enable the Board to arrive at balanced and objective decisions in the performance of its agreed role and functions
- Ensure that the objectives of the Agency, as agreed by the Board, are fully, promptly and properly carried out
- Ensure that the financial and other decisions of the Board are fully, promptly and properly carried out

In order to ensure conducting of fiduciary duties for the Agency's administration

Leadership:

- Exercise appropriate level of leadership for the Agency, manage the culture and build a team atmosphere
- Effectively communicate a vision, management philosophy, and business strategy to the Agency's employees
- Actively seek to motivate and inspire employees to adopt the Agency's values and to realise t he its vision
- Ensure that there is clarity of objectives and focus for all employees and that there are clear and appropriate standards and measures of performance

In order to ensure that the Agency is properly led towards common goal

Strategy formulation and implementation:

- Develop a long-term, sound strategy for the Agency that is intended to increase the value as well as meeting the needs of customers, employees, and other stakeholders
- Put in place processes that encourage effective strategic planning
- Facilitate processes for the Board to annually approve the Agency's strategic plan

- Ensure that Agency strategies are effectively implemented with timely progress towards strategic objectives
- Obtain and allocate resources consistent with strategic objectives and make timely adjustments in strategies when operating conditions and other forces demand a change

In order to ensure strategic planning for the Agency

Financial Performance:

- Carry out a comprehensive budgeting process and monitor the Agency's performance against the budget
- Propose fitting annual and medium-term budget objectives for the Agency
- Monitor attainment of financial goals as well as maintain spending in accordance with approved expenditure and other investment budgets

In order to ensure appropriate financial performance by the Agency

Risks and Opportunities:

- Identify and communicate risks and opportunities to the Board, and deal with them appropriately
- Ensure that the Agency has appropriate auditing and financial control processes in place to protect assets, maintain effective control of operations and provide accurate and complete public disclosure of results
- Foster a culture of ethical behaviour, promote compliance with Code of Conduct and proactively ensure that the Agency complies with legal obligations

In order to ensure the management of strategic risks and legal compliance

Succession:

- Develop an evolving succession plan for all senior levels in the Agency
- Ensure that there is an effective plan for attracting, retaining, motivating and developing candidates for senior management positions for the long-term success of the Agency
- Drive an effective performance evaluation programme and a leadership training programme to develop and train new managers

In order to ensure succession planning for the Agency

Board Relations:

- Keep the Board fully informed of all important issues and aspects of the Agency performance, opportunities and tourism market developments, whether positive or negative
- Ensure sufficient and appropriate information is distributed to Board members throughout the year to effectively assess Agency issues, strategies, their implementation, and other performance outcomes
- Encourage candid debate and challenges in boardroom discussions
- Attend all Board meetings called during the year unless prevented by exceptional circumstances
- Attend the annual general meeting and such other shareholder's (LEDET's) meetings as may be necessary
- Act as a member of such committees of the Board as the Board shall decide
- Place on the agenda for meetings of the Board or committees any matters relating to the Agency's business which should be discussed, including but not limited to the matters stated

to be decided by or referred to the Board in the Agency's Corporate Governance Guidelines/ Charters

- Ensure decisions of the Board are fully, promptly and properly carried out
- In order to ensure fruitful relations with the Board in running the Agency

Safety and Environment:

- Implement and communicate health, safety and environmental policies
 - Ensure the establishment and achievement of safety objectives and that the Agency complies fully with all applicable national and provincial environmental regulations
- In order to ensure compliance with safety, health and environmental policies

Perform any other related duties as instructed by the LTA Board

Notes:

Applications, together with a concise CV, certified copies of certificates and ID copy and drivers licence can be emailed to LTArecruitment@ledet.gov.za or hand delivered at ERF 92/688, Portion 2, Southern Gateway EXT 4, N1 Main Road, Polokwane or for the attention of the Acting Chief Executive Officer. No faxed applications will be considered.

All general enquiries should be directed to Mr. Sello Maleka at 071 370 0444

Closing Date: 04 April 2022

PLEASE NOTE: Appointable candidates will be subjected to personnel suitability checks-(Verification of qualifications ,criminal record checks and security vetting).

If you do not receive any response within three months, please accept that your application was not successful. The entity reserves the right not to make any appointment to these positions.