



## **JOB DESCRIPTION**

**POSITION: GENERAL MANAGER: B-BBEE TRANSFORMATION**

**REPORTS TO: CHIEF FINANCIAL OFFICER (SOUTH AFRICA)**

### **PURPOSE OF THE JOB**

The General Manager: B-BBEE Transformation will manage the Group's B-BBEE Transformation Department and be responsible for the implementation and execution of the Group's B-BBEE Transformation Strategy. This role will manage and control activities in multi-functional areas and will be specifically executed for 5 Generic entities and 3 QSE entities within the Group.

The role will also require developing relationships with the various stakeholders – both internal and external, developing strategic business unit and company level reports, providing support and insight for tenders, and managing all annual B-BBEE Verifications. The incumbent should have experience with initiating, executing, and delivering B-BBEE objectives, earning trust with stakeholders, and translating strategies, targets and research into action and success.

The ideal candidate should have extensive experience in the B-BBEE environment, with a minimum of 3 years' experience in a senior B-BBEE role and managing multiple entities' B-BBEE strategies within various sectors.

The General Manager: B-BBEE Transformation will report to the Chief Financial Officer: South Africa and the role will be based in Sunninghill, Gauteng.

### **Duties and Responsibilities:**

#### **Strategy Development**

- Provide guidance and support with B-BBEE Transformation strategies and plans to achieve B- BBEE objectives and targets for both the Group and individual companies
- Review and adapt strategies in accordance with legislative changes

#### **B-BBEE Targets**

- Calculate targets for the B-BBEE scorecard elements that each company must achieve
- Monitor actual results against targets and implement corrective actions
- Provide cost-saving proposals
- Through the setup of targets for each of the B-BBEE scorecard elements, provide training, guidance and support to executive management
- Develop, review and improve processes and proposals

#### **Monitoring and evaluation**



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- Provide interpretation, advice and opinions on B-BBEE legislation impacting the Group
- Ensure that each company complies with legislative requirements and aligns to the Group's B-BBEE Transformation strategy
- Monitor the implementation of various B-BBEE Transformation initiatives to completion
- Provide quarterly reports to executive management on the progress of meeting targets

### **Stakeholder Relationship Building, Networking and Management**

- Liaise and maintain relationships with internal and external stakeholders on relevant issues, supporting the B-BBEE Transformation strategy
- Identify, develop and maintain relationships with key strategic partners
- Participate in relevant forums both internal and external

### **Compliance**

- Monitor compliance to legislation & B-BBEE codes and compile the B-BBEE tracking scorecard
- Ensure that B-BBEE practices, standards, procedures and methods are reviewed, updated and applied
- Document all the transformation activities and ensure that accurate records are available for verification
- Compile and review the B-BBEE submission to the verification agency and project manage the verification process

### **Managing Support**

- Train, mentor and upskill team members
- Provide effective performance management through the setting of clear deliverables
- Review team productivity and implement efficiencies

### **Experience and Qualifications**

- Bachelor's degree with Honours – preferably in Finance with a B-BBEE MDP Qualification
- Chartered Accountant, CA(SA) or equivalent would be advantageous.
- Minimum of 8 years' experience in B-BBEE Transformation
- At least 3 years' experience in managing B-BBEE Verification audits
- At least 3 years' experience in a senior or similar role

### **Key Competencies and Skills**

- Passionate about B-BBEE Transformation
- Ability to work under pressure and according to tight deadlines
- Tenacious personality
- Excellent analytical skills
- Excellent people skills



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- Effective problem-solving skills
- Assertiveness
- A passion for development of people, businesses and organisations
- Planning and organisation skills
- Ability to logically follow and resolve processes and problems
- Outstanding communication (verbal and written) and interpersonal skills
- Ability to multi-task and stay organised in a dynamic work environment
- Ability to "think outside the box"
- Budget and target driven
- Hardworking, persistent, and dependable
- Excellent proficiencies in Excel, Word and PowerPoint
- Experience in utilising B-BBEE Software

### **Work Requirements**

- The position will be based in Sunninghill, Sandton
- Own transport essential
- Willingness to work long hours as and when required

### **Remuneration**

- A competitive salary and benefits will be negotiated, consistent with experience and the role and responsibilities of the position.

### **The Employment Equity approach of Universal Healthcare broadly aims to:**

- Foster diversity in the workplace.
- Promote equal opportunity and fair treatment in employment through the elimination of all forms of unfair discrimination.