

## JOB DESCRIPTION

### B-BBEE MANAGER

**Reporting to:** *Interim: Chief Financial Officer*

**Department:** B-BBEE

#### DESCRIPTION

The B-BBEE Manager (BM) will be responsible for the execution of the Universal Group's B-BBEE Transformation Strategy falling in the Finance Portfolio of the Group. This role will be manage and control activities in multi-functional areas for the Universal Group's B-BBEE Strategy and specifically executed for 2 Generic entities and 1 QSE entity.

The BM will be responsible for co-ordination of executing the B-BBEE Strategy. The role's corporate responsibilities will include developing relationships with the various stakeholders – both internal and external, working with the B-BBEE Department, developing business unit/business reports, providing support and insight towards tenders, and managing the Group's annual B-BBEE Verifications. The incumbent should have experience initiating, executing and delivering B-BBEE objectives, earning trust with stakeholders, and translating strategies, targets and research into action and success.

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

This role will be reporting to the Chief Financial Officer and will be situated in Sunninghill, Gauteng.

#### DUTIES AND RESPONSIBILITIES

- **Budgeting and financial management**
  - o Calculate budgets and targets for elements for the relevant business units to be achieved
  - o Monitor progression of the budgets and targets
  - o Provide cost-saving proposals



- **Recommendations/advisement**
  - Through the setup of targets for each of the elements per business unit, provide training, guidance and support on each of the elements
  - Provide development and adjudication of processes and proposals
  - Provide stakeholder training
  - Provide interpretation, advice and opinions on B-BBEE legislation related matters to Universal
  
- **Monitoring and evaluation**
  - Ensuring that Company complies with legislative requirements and aligns to the business strategy
  - Monitor implementation of various B-BBEE initiatives
  - Provide intervention strategies where required
  - Provide quarterly reports to heads of business on progress of budgets/targets
  
- **Stakeholder Relationship Building, Networking and Management**
  - Provide support and assistance with B-BBEE strategies within the Universal Group
  - Liaise and maintain relationships with internal and external stakeholders on relevant issues supporting the transformation strategy
  - Identify, develop and maintain relationships with key strategic partners according to the Transformation strategy
  - Relationship management with Verification Agency
  - Participate in relevant forums both internally and externally
  
- **B-BBEE Verification Audits**
  - Preparation of the B-BBEE Verification file for internal review and sign-off
  - Engagement with internal stakeholders in the preparation of the B-BBEE Verification file
  - Engagement with the Verification Agency
  - Management and preparation of the Verification Audit
  - Review of outcome of the Verification, creation of a report and updating future strategy



- **Compliance**
  - o Compliance with legislation and B-BBEE codes – compiling the BEE tracking scorecard
  - o Ensure that B-BBEE practices, standards, procedures and methods are reviewed, updated and applied
  - o Proper document management of all the Business unit transformation activities and collation of plans are records and kept ready for verification
  - o Compiling and reviewing the B-BBEE submission to the verification agency and project managing the verification process

### **EXPERIENCE AND QUALIFICATIONS REQUIRED**

- Bachelor degree – preferably in finance
- B-BBEE MDP Qualification
- Minimum of 5 years' experience in Transformation
- At least 3 years' experience in B-BBEE Verification audits
- At least 3 years' experience as a B-BBEE Manager

### **KEY COMPETENCIES AND SKILLS**

- Passionate about B-BBEE
- Ability to work under pressure and according to tight deadlines
- Tenacious personality
- Excellent analytical skills
- Excellent people skills
- Effective problem-solving skills
- Resourcefulness to manage budgets and expectations
- 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"
- Experience and ability to teach or instruct co-workers
- Budget and target driven



- The capacity to work alone or as part of a team
- Hardworking, persistent, and dependable

#### **LANGUAGE REQUIREMENTS**

- Writing and speaking fluent and correct English

#### **COMPUTER LITERACY**

- Proficiency with Microsoft Office
  - o Excellent proficiencies with 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 and irregular hours as and when required
- Willingness to complete a personability assessment

#### **REMUNERATION**

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