



## SECTION A: JOB TITLE AND INFORMATION SECTION

A.1 POST IDENTIFICATION	
1. Job Family / Division	Executive Management/Director
2. Post Title	Chief Executive Officer
3. Number of Posts	1
4. Salary	In Line with Shareholder Remuneration Guidelines
5. Name of Incumbent	Currently Vacant (Acting CEO)

A.2 LOCATION OF POST	
Directorate	Alexkor Head Office
Section	Alexkor SOC

A.3 SURROUNDING POSTS	
<b>Immediate Superior:</b>	
<b>Job Title: Chairperson of the Board</b>	
<b>Subordinates</b>	All Alexkor head office employees

## SECTION B: JOB PURPOSE, DUTIES AND RESPONSIBILITIES OF THE POST

B.1 JOB PURPOSE				
Manage the organization and the develop a sustainability and operational strategy as well as the ongoing improvement and monitoring of control systems designed to ensure ongoing company sustainability and drive a turn around strategy that will improve the overall financial position of the organisation.				
B.2 DUTIES OF THE POST				
NO.	KEY PERFORMANCE AREAS (What)	INPUT (Methods Used) (How)	Output (Expected Results) (Why)	FREQUENCY
1.	Overall Oversight on the sustainability of the organisation	<ul style="list-style-type: none"> <li>In accordance with the approved strategic direction of the organisation</li> </ul>	<ul style="list-style-type: none"> <li>Ensure overall sustainability of the organisation</li> </ul>	Daily/ Quarterly/ Annually
2.	Interpersonal and Communication Skills	<ul style="list-style-type: none"> <li>Effective communication with all stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>To enhance communication of all relevant information to all stakeholders</li> </ul>	Daily/ Quarterly/ Annually
3.	Sustainability Indicators	<ul style="list-style-type: none"> <li>Monitor the Shareholder Compact KPIs and ensure implementation of KPIs</li> </ul>	<ul style="list-style-type: none"> <li>To ensure on-going sustainability of the organisation</li> </ul>	Daily/ Quarterly/ Annually
4.	Manage the employees at Alexkor Head Office	<ul style="list-style-type: none"> <li>Provide direction and monitor performance of employees</li> </ul>	<ul style="list-style-type: none"> <li>To enhance implementation of overall company strategy</li> </ul>	Daily/ Quarterly/ Annually
5.	Business Leadership and strategy (coal and diamond strategy)	<ul style="list-style-type: none"> <li>Comprehensive short, medium and long term business strategy</li> </ul>	<ul style="list-style-type: none"> <li>To ensure growth of the organisation</li> </ul>	Daily/ Quarterly/ Annually
6.	Management of all key stakeholders (DPE, CPA, Treasury and all other relevant stakeholders)	<ul style="list-style-type: none"> <li>Formulate and implement a stakeholder management plan</li> </ul>	<ul style="list-style-type: none"> <li>To ensure effective stakeholder management across the organisation</li> </ul>	Daily/ Quarterly/ Annually
7.	Business Leadership and Organisational culture re-orientation	<ul style="list-style-type: none"> <li>Lead employees and instil an organisational culture that will ensure high performance</li> </ul>	<ul style="list-style-type: none"> <li>To build a performance driven organisation</li> </ul>	Daily/ Quarterly/ Annually

8.	Increase Revenue and grow mining capacity	<ul style="list-style-type: none"> <li>Implement a 'turn-around' strategy that will increase revenue and grow mining capacity</li> </ul>	<ul style="list-style-type: none"> <li>To improve the current financial position of the organisation</li> </ul>	Daily/ Quarterly/ Annually
5.	Overall implementation of the 2017/18 Pre-determined objectives	<ul style="list-style-type: none"> <li>Monitor implementation progress on a monthly and quarterly basis</li> </ul>	<ul style="list-style-type: none"> <li>To monitor the implementation of the pre-determined objectives across the business.</li> </ul>	Daily/ Quarterly/ Annually
6.	Overseeing and ensuring PSJV Sustainability	<ul style="list-style-type: none"> <li>Oversee the sustainability of the PSJV by liaising with PSJV Management team</li> </ul>	<ul style="list-style-type: none"> <li>To monitoring progress on the land and marine mining</li> </ul>	Daily/ Quarterly/ Annually
7.	Rehabilitation Obligation	<ul style="list-style-type: none"> <li>Oversee the implementation of all initiatives pertaining to the rehabilitation obligation</li> </ul>	<ul style="list-style-type: none"> <li>To monitor progress of the implementation of rehabilitation initiatives</li> </ul>	Daily/ Quarterly/ Annually

## SECTION C: JOB SPECIFICATION

Skills relevant to a job include education or experience, specialised training, personal characteristics or abilities.

<b>C.1 ESSENTIAL REQUIREMENTS OF THE POST</b> State the minimum educational, qualifications and experience that are required to perform the job competently.	
Qualification	<ul style="list-style-type: none"> <li>Mining Engineering post graduate qualification/Equivalent and/or MBA</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Requirements Minimum of 5 years mining experience (Diamond or Coal Mining experience preferable).</li> <li>Atleast 5 years senior management experience.</li> <li>5 years Executive Management experience.</li> <li>Comprehensive knowledge of PFMA and Treasury Regulations (3 years SOC/SOE experience would be an advantage).</li> <li>Extensive strategic leadership experience.</li> <li>Business rescue/turn around strategy implementation experience.</li> </ul>

<b>C.2 PREFERRED REQUIREMENTS OF THE POST</b>	
Qualification	<ul style="list-style-type: none"> <li>Mining Engineering post graduate qualification/Equivalent and/or MBA</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Extensive Business Management Experience</li> <li>Mining experience</li> <li>SOE/SOC knowledge preferable.</li> <li>Executive Management experience</li> </ul>

<b>C.3 PHYSICAL REQUIREMENTS OF THE POST</b> Only where directly relevant to the performance of the job	
1.	Not applicable

<b>C.4 SPECIAL CONDITIONS ATTACHED TO THE POST</b>	
1.	Must be willing to travel locally as and when required

## SECTION D: EMPLOYMENT EQUITY

<b>C.5 Employment Equity Requirements</b>	
1.	Alexkor is an Equal Opportunity, Affirmative action employer. The candidates whose appointment will promote representivity will receive preference.