
Job Specification

ProServ South Africa is a professional services company that offers a wide variety of services to clients in the public and private sector.

In order to complement its team of professionals, ProServ South Africa is looking to employ a General Manager Operations to oversee all operational activities within its operating units.

JOB TITLE: General Manager: Operations

KEY DELIVERABLE AREAS:

- **Overseeing of the implementation of all projects**
- **Development and monitoring of project implementation plans including budgets**
- **Support and development of all project management staff**
- **Building client relations and identifying commercial opportunities**
- **Identification of new products and services**

SCOPE: 4 direct reports

REPORTING LINE: Director of Sales and Operations

REGION: Nationally, based in Gauteng

NATURE OF APPOINTMENT: Initially 12 months with a 3 month probation period.

DATE OF APPOINTMENT: 01 November 2010

REMUNERATION PACKAGE: Negotiable. Including share options, market related.

COMPETENCY REQUIREMENTS:

- **KNOWLEDGE: knowledge of the legislative and regulatory framework around skills development, proven knowledge of project and quality management principles**
- **SKILLS: sound administrative skills, attention to detail, proven analytical skills, ability to build relationships, excellent written and verbal communication skills, entrepreneurial skills**
- **BEHAVIOUR AND ORGANISATIONAL VALUES: customer focused, results driven, innovative, team-spirit, positive, pro-active, mutual respect, professionalism**

The incumbent should have at least 3 years experience in a senior operational management position in an education and/or consulting environment and at least have an honours degree.

ProServ South Africa is an equal opportunity employer who will give preference to previously disadvantaged applicants who meet the criteria for the position advertised. Applicants must respond to the criteria laid down in the advertisement. Applications which do not conform to this requirement will not be processed. Only relevant curriculum vitae should be submitted. Applications can be faxed to (011) 700 0401 or e-mailed to jhb@proservintl.com