

Job Title:	General Manager Governance and Transformation	Job Category:	Senior Management
Department:	Governance and Transformation	Reports to:	Chief Executive Officer
Direct Reports:	Projects Assistant 2 x Legal Managers Legal Personal Assistant		
Key Internal Relations:	Transformation Board Committee Governance Board Committee Legal Committees Consumer Education Enterprise Development Access and Micro Insurance Human Capital Development Committee	Key External Relations:	Financial Services Board (FSB) National Treasury (NT) The Department of Trade and Industry. The Department of Energy. The FIA, SAICB, BUSA, FSC and various other relevant organisations

Job Description:#123355

Job Purpose

Responsible for delivering on the strategy of the Governance and Transformation departments. Governance only requiring overall leadership and support as well as strategic representation. A key focus area of this position is strategic leadership and representation on Transformation issues, and delivering on Transformation projects. The incumbent will report directly to the SAIA Chief Executive and will have the support of a Projects Assistant and two Legal Managers who are supported by a Personal Assistant.

Primary Duties and Responsibilities

- Draft, implement, monitor and report on the strategy
- Identify risks facing the industry, propose solutions to any risks and/or challenges at industry level
- Form integral business relationships that directly impact the success of projects more especially with key stakeholders in the industry
- Get member buy-in for industry projects
- Implement, monitor and control the outputs of industry projects related to the portfolio or as assigned by the organisation from time-to-time
- Compiles board reports / papers, project status reports and writes for the SAIA Bulletin and Annual Review
- Will be called upon to represent the SAIA at various levels
- Represents SAIA and the industry with the media (print, radio, television)

- Provide thought leadership to the industry on the relevant industry initiatives
- Keeps open channels of communication amongst all stakeholders and must avail themselves to the SAIA and its members
- Participates at SAIA Manco meetings and at any other SAIA meetings as and when identified
- Will be required to participate in employee relations matters (training, guidance and counselling) or direct or indirect reports

Performance Standards

Together with the above the successful candidate will be required to sign a more detailed performance agreement upon commencing employment as well as the SAIA internal code of conduct and any other related policies governing the SAIA.

Education, Qualifications and Experience (*Skills, Knowledge, Attitude*)

- Minimum Qualification: Degree,
- Master's Degree Advantageous (Finance Sector related)
- 10 years' or more experience working with short term insurers or within the short-term insurance or related industry
- Proven track record essential
- Strategic thinker
- Must have people management skills with the key intention to lead successful performance of team
- Deadline driven
- Ability to work and communicate with multiple levels of authority in the insurance and related industries
- Leadership ability
- Report writing (critical)
- Ability to work with no or little supervision
- Ability to run with several projects at the same time
- Ability to personally implement projects as the nature of a non-profit organisation does not provide many support personnel
- Ability to work in a team
- Excellent verbal and written communication
- Excellent interpersonal skills
- Analytical thinking
- Problem solving skills
- Excellent interpersonal communication skills
- Ability to multi-task
- Project management skills
- Negotiation skills
- Presentation skills
- Planning skills
- Time management skills
- PC skills – Excel, Power Point, etc.

Applications close 08 August 2017

Please email hr@saia.co.za or fax 086 647 2275

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