



Head Executive Planning – Group Chief Executive’s Office

Letshego is an inclusive finance focused group with consumer, micro-lending and deposit-taking subsidiaries across Africa and has a requirement for the abovementioned position. The details of the role are outlined below.

An exciting opportunity has arisen for Head – Executive Planning – Group Chief Executive’s Office. The role holder will provide high level specialist support to the Group Chief Executive Officer, manage and oversee key projects and initiatives on behalf of the GCEO in order to support the achievement of the organisations strategic business objectives.

Specific Responsibilities include but are not limited to:

- Coordinate strategy development and business planning in conjunction with EXCO, relevant Functional Heads and Country CEOs
- Execute special projects as will be assigned by GCEO and liaise as necessary with departmental representatives to ensure completion
- Represent the GCEO at meetings and fora as will be necessary/assigned
- Interfaces at all levels, with key stakeholders within and outside the organisation in order to ensure strong relationships with relevant parties and deal timeously with key issues on behalf of the GCEO
- Acts as a liaison between the GCEO and EXCO by transmitting directives, instructions and assignments, and following up on the status of the assignments, as advised by GCEO
- Performs a variety of administrative or executive support tasks that are highly confidential and sensitive
- Successfully completes critical aspects of deliverables with a hands-on approach, including;
 - A. Drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the company.
 - B. Prioritizing conflicting needs: handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Lead/coordinate preparation of relevant presentations and reports and any other assignments as will be required by the GCEO
- Manages and coordinates the work of the Office of the GCEO to ensure timely and efficient delivery of service to the Board and other key stakeholders.
- Participates as an adjunct member of the Executive Team including assisting in scheduling all meetings and attending all

Knowledge and Experience Required:

- Bachelor's degree required from a recognized University
- Strong work tenure: 5 to 10 years experience in Middle to Senior Management Banking Operations role
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly, with excellent attention to detail
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, CEOs, Board members and external partners.
- Expert level written and verbal communication skills
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response as well as confidentiality
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment
- Must be multi-culturally aware and be willing to work across geographic diversity

APPLY

Interested? Please click “APPLY” or copy paste the below link into your browser:

<https://portal.piilosoftware.com/QuestionnaireForm.aspx?qi=598&pi=1228>

Closing date 23 April 2020