

VACANCY AT BCCEI

Position: General Secretary

Location: National Office in Bedfordview

Duration: Fixed term employment contract for five years.

Closing date for applications: Wednesday, 21 April 2021 (close of business)

A vacancy exists within the National Office of the BCCEI for a General Secretary, with outstanding vision, strong leadership skills and the ability to provide strategic leadership for the Council. The person must be outcome driven, promotes equitable people management and strives for business excellence.

The position reports to the Management Committee of the Council, which is representative of all parties.

Purpose:

- This role provides strategic leadership and guidance in the Civil Engineering Bargaining Council (BCCEI).
- Maintains harmonious relations among all stakeholders of the Council.
- Co-ordinates and ensures implementation of all Manco decisions.

Duties & Responsibilities:

- Plans and co-ordinates all the activities of the Bargaining Council.
- Develops and executes all BCCEI Strategies enabling the Council to achieve its mandate.
- Contributes to the sound financial stability of the Council.
- Creates and maintains relations with stakeholders such as DoL, CCMA, DPW, CIDB, Employer Bodies and Social Partners.
- Ensures the growth of the Council.
- Maintains sound governance within the Council.
- Creates conducive environment for Bargaining Council.
- Ensures proper resourcing and structuring of the BCCEI.

JHB | Block F, Eastgate Office Park, 24 South Boulevard Road, Bruma, 2198 ▪ **Tel.** (011) 450 4963/6 | **Fax.** 086 550 4995

DBN | Suite 102, Gateview Office Park, 3 Sugarclose, Umhlanga Ridge, Durban, 4320 ▪ **Tel.** 010 001 0097 | **Fax.** 086 550 4995

CT | White Oak Terraces, Old Oak Office Park, Edmar Street, Durbanville, 7750 ▪ **Tel.** 010 001 0096 | **Fax.** 086 550 4995

PE | 51 6th Avenue, Newton Park, Port Elizabeth, 6055 ▪ **Tel.** 010 001 0098 | **Fax.** 086 550 4995

EL | Shop 11C, Beacon Bay Crossing Centre, Cnr N2 & Bonza Bay Road, Beacon Bay, East London, 5241 ▪ **Tel.** 010 001 0099 | **Fax.** 086 550 4995

BFN | Boward Building, 107 Zastron Street, Westdene, Bloemfontein, 9301 ▪ **Tel.** 010 001 0095 | **Fax.** 086 550 4995

Requirements:**Qualifications:**

- Business Related Degree
- A Post Graduate Degree will be an added advantage

Skills:

- Negotiation skills
- Commercially Astute and good business acumen
- Advanced stakeholder engagement including effective advocacy, thought leadership and lobbying skills
- Demonstrates situational responsiveness, conflict resolution skills and resilience
- Advanced analytical thinking, strategic acumen and visionary leadership
- Ability to interact and influence at all levels
- Decision making through consultation

Knowledge:

- Knowledge of the Civil Engineering Industry
- Leadership and Management Proven Experience
- Knowledge of Bargaining Council process
- Knowledge of CCMA process

Attributes:

- Visionary
- Persuasive and influential
- Innovative
- Customer Service Driven

In addition to interviews, BCCEI employs people with the highest level of integrity – submission to the appropriate pre-employment assessment is obligatory in order to be considered for this position.

Please send a copy of your CV, together with qualifications, to Zoliswa@tafadzwa.co.za.

Kindly note that no late applications will be considered.