

The South African Weather Service (SAWS) is a Section 3(a) public entity under the Ministry of Environment, Forestry and Fisheries (DEFF) and is governed by a Board. The organisation is an authoritative voice for weather and climate related services in South Africa and is a member of the World Meteorological Organisation (WMO) to fulfil a range of international obligations of the government. South African Weather Service (SAWS) strives to be a Weather and Climate Centre of Excellence providing innovative solutions to ensure a weather-smart region, sustainable development and economic growth.

The South African Weather Service (SAWS) is therefore seeking to appoint an efficient and enthusiastic person to undertake the role of:

**Regional Manager: Western and Northern Cape**

**Salary: Negotiable**

**Centre: Cape Town Weather Office**

**(Ref: WS01/072024)**

**Job summary:**

The South African Weather Service (SAWS) seeks to appoint a suitable candidate for the position of Regional Manager responsible for Western and Northern Cape region. The Region comprises of seven (7) remote offices, five (5) in the Northern Cape (Calvinia, De Aar, Kimberley, Springbok and Upington) and two (2) in the Western Cape (Cape Town and George). A Regional Manager is responsible for the effective implementation of SAWS strategic, organisational, and divisional objectives, through optimal management of the allocated region's infrastructure and resources. Work with the relevant stakeholders to ensure the widest possible reach of weather and climate solutions.

**Key Performance Areas**

**Products, Service Delivery/Infrastructure maintenance:**

- Develop annual plans to achieve regional objectives of ensuring updated and reliable meteorological solutions.

- Determine customer requirements to ensure that the region provides products and services that meet the needs of the users.
- Oversee the effective distribution of the information to clients and consumers to ensure accurate distribution of information.
- Monitor the data management system to ensure adherence to the latest development for climate services and trends and quality control of the climate services data and information.
- Ensure optimal installation and maintenance of SAWS observation and monitoring infrastructure in the region.
- Monitor regional infrastructure up-time and oversee the monitoring of quality data to ensure the infrastructure is running optimally.

#### **Innovation, Internal Business Processes and Revenue Generation:**

- Together with the Commercial Department identify opportunities to promote the SAWS' products and services in line with the Integrated Services Strategy and SAWS APP targets.
- Analyse current techniques and technologies used in the collection and processing of data to ensure the best practices are used and applied consistently across the board.
- Together with the ICT, Technical Services, and other regions introduce processes to improve efficiency in the technical sections.
- Continuously monitor and track commercial projects to ensure sustainable revenue streams.
- Ensure stakeholder engagement surveys are undertaken as part of market analysis and to identify potential opportunities for new product development/service delivery as well as high levels of customer satisfaction.

#### **Administration, Governance, Risk & Compliance**

- Ensure the development of the relevant Standard Operating Procedures, and that the regional employees are well inducted on these, have easy access to them and comply accordingly.
- Analyse and Interpret regional performance through monitoring, and evaluation and where applicable implement corrective actions.
- Oversee the data collection function of the Office Supervisors to ensure conformance to standard operating procedures, regulations and quality controls.

- Ensure regional compliance with applicable legislation and regulations e.g., business continuity plans, International DRR Standards, Occupational Health and Safety, WMO and ISO standards, ICAO, and etc.
- Monitor the Risk Register and ensure the implementation of identified risks mitigation actions.
- Together with the SHEQ and Facilities team, manage the maintenance and protection of the SAWS buildings and facilities/grounds.
- Manage and keep records of the region's contract agreements. Together with the Facilities and Legal team ensure that the lease agreements for the regional offices and infrastructure sites are reviewed annually and where applicable, the Supply Chain Management process is followed in time to renew the leases or conclude new agreements.
- Participate in various regional audits and ensure that all audit findings are addressed.
- Perform any other tasks as delegated by the Executive Management team.
- Oversee and monitor assets (including equipment, fleet, etc) within the region.
- Manage the region's opex and capex allocated budget; continuously monitor budget spending and where possible, introduce mitigation measures to minimize any under/overspending, and provide financial projections for the region.
- Participate in various SCM committees, e.g Bid Evaluation Committee, Bid Specification Committee, etc.
- Prepare Bid specification documentation for the procurement of specialised regional infrastructure/equipment.
- Negotiate contract agreements with landowners for SAWS' infrastructure sites.
- Ensure proper implementation of SAWS policies, (e.g leave policy, performance management, disciplinary policy, and etc).
- Prepare reports on regional activities for submission to relevant internal stakeholders, i.e Executive, EXCO etc.

## **People, Culture and Values**

- Effectively lead and manage the Regional teams to ensure that they are motivated to deliver on the SAWS mandate within the allocated resources.
- Promote a culture and practices that reflect the SAWS values and manage the team's performance.
- Determine human resource requirements taking into consideration operational needs, resource capability and any other relevant factors.
- Identify and implement programmes aimed at improving the Employee Value Proposition to attract and retain talented employees.
- Ensure that skills transfer and development within the region happen through formal/informal training, coaching and mentoring.

- Monitor the well-being of employees, and where necessary, refer employees for adequate professional assistance.
- Encourage teamwork within the region, and with other regional offices.

## Stakeholder Management

- Collaborate with the EXCO Team, SAWS management, and all other stakeholders in an effort to deliver the SAWS mandate.
- Develop and implement public awareness programmes for all the local communities and ensure implementations.
- Establish regional strategic partnerships and identify areas of co-operation with institutions of similar interests through MoU's or SLA.
- Present at various stakeholder strategic meetings.

## Minimum Requirements and Attributes:

- A Post-Graduate Degree in Atmospheric Sciences or Meteorology (NQF 8) or any other related qualification.
- At least NQF Level 6 in Management/Leadership Course.
- At least 7 years' experience within the Meteorological Environment, three of which must have been at management or supervisory level.
- Proven track record in building and leading successful and motivated teams.
- Knowledge of relevant legislation and regulations e.g. PFMA etc

### Please Note:

**Enquiries for the above-mentioned positions must be directed to: Mr. Denny Maluleke, at Tel. (012) 367 6091.**

Register as user on our website using this link: <https://www.weathersa.co.za/home/vacancies> to apply for the above position and upload your (Comprehensive CV with certified copies of qualifications).

**Closing Date: 19 July 2024**

**Note: Recruitment Agency applicant submissions will not be considered**

This is an EE position and preference will be given to Coloured/Indian Males/African, Coloured, Indian and White Females. Correspondence will be limited to short listed candidates only. Candidates who have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The organisation reserves the right not to fill this position. The South African Weather Service is an equal opportunity employer.

<b>Record Reference</b>	HCM-ADVERT-RM2024
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