



## SCI-BONO DISCOVERY CENTRE NPC

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C/o Miriam Makeba & Helen Joseph Streets | Newtown | Johannesburg  
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Company registration: 2004/010183/08 | VAT no: 473 021 6290  
PBO reference no: 930 014 449 | NPO Registration: 056-334-NPO

## VACANCY CHIEF EXECUTIVE OFFICER (5 Year Fixed Term)

### JOB PURPOSE

This position provides strategic leadership and effective management of the Sci-Bono Discovery Centre and its resources in line with the mandate of the board of directors, and principal stakeholders. It is the main point of communication between the Board of Directors and corporate operations.

It is responsible for positioning Sci-Bono Discovery Centre as a world-class science centre, building capacity in Maths, Science and Technology in South Africa through interactive exhibitions, research and training. It is responsible for ensuring that performance targets are met.

### KEY RESPONSIBILITIES

#### Strategic Leadership

- Set the organizational strategy that also encompasses the digital transformation strategy amongst others and assign tasks to Executives to ensure effective implementation of the vision, strategy and plans for the benefit of the shareholder
- Communicate strategy, goals and results to the company's employees, and ensure execution thereof
- Ensure that the organisation achieves its mandate and attains the goals of the Board and Shareholders
- Prepare and implement comprehensive business plans to facilitate business achievement
- Analysing problematic situations and occurrences as well as providing solutions to ensure company survival and growth
- Formulate and execute business plan to thrive in a rapidly changing environment and to advance the Centre's objectives and priorities, while providing timely and high-quality support to the board and meeting the accountability requirements of the key stakeholders

#### BOARD OF DIRECTORS

Abbey Witbooi (Chairperson) | Nandipha Madiba (Deputy) | Prof. Bongani Bantwini  
Zeth Malele | Patricia Maloka | Adv. Lentswe Mokgatle | Dr. Vathiswa Papu-Zamxaka  
Prof. Khulekani Sitole | Godfrey Tsotetsi | Mashane Mphahlele | Dr. More Chakane (CEO)

- Provide overall leadership of the daily functions of the organisations, including operations, marketing, financial management, fundraising, public/community relations, programmes and programme development, human resource management, physical expansion and strategic direction
- Anticipate new directions, issues and trends and make recommendations regarding science and technology engagement and science literacy to the Board of Directors and any other key stakeholders
- Identify and address challenges and opportunities for the company

### **Lead Executive Team**

- Ensure executive team is correctly positioned and staffed to effectively manage each critical part of each business effectively and provide proper, detailed, timeous feedback
- Ensure the development and implementation of an effective performance management system, which is supported by proper monitoring and evaluation and formal periodic assessments
- Delegate responsibilities and oversee the work of Executives, providing guidance and motivation to drive maximum performance
- Build and lead the executive team to manage daily functions of the organisation in their respective areas and to walk in excellence in line with the organisation vision and mission
- Ensure the alignment of the organisation's plans and activities with the relevant provincial and national education and skills development policies and priorities
- Assist in shaping and be responsible for implementing the organisation's vision, strategy and plans
- Ensure that the organisation has the right processes and systems that drive efficiency and ultimately customer satisfaction and shareholder value
- Ensure that the organisation has an appropriate structure that is supportive of the organisational strategy
- Assess the internal and external work environment and make daily policy and management decisions that benefit the organization and its people
- Ability to build consensus and relationships among executives, partners, and the workforce.
- Oversee the organisation's budget and allocate capital to the Centre's priorities
- Lead Sci-Bono Discovery Centre on its transformational journey of new exhibit selection and development, marketing, outreach, and business initiatives to ensure revenue and market share growth, financial sustainability, and strong value for money
- Ensuring efficient and effective utilization of the approved budget
- Oversee the monitoring and evaluation framework that assesses the impact of Sci-Bono Discovery Centre
- Implement and manage obligations of the Memorandum of Agreement with the GDE and/or any other stakeholders
- Implement, manage and/or support interventions and projects at the request of the MEC for Education and Head of Department of the GDE

### **Organizational Health**

- Build a positive organizational environment, that promotes a culture of and demonstrates a commitment to excellence, science and 4IR, diversity, inclusion, accessibility, and equity, all while creating a work environment that enables all employees to contribute fully to the goals of the organization
- Provide strong leadership and direction to the employees at the companies ensuring a strong, motivated workforce at all times

- Evaluate and decide upon key investments in maintenance, new equipment, infrastructure, and skills
- Assessment of Safety procedures, reporting, adherence to standards and continual communication to staff ensuring a safe working environment is maintained at all companies
- Create an environment that promotes work life-balance, excellent performance and positive morale

### **Strategic Partnerships**

- Partner and collaborate with other research institutions for the benefit of the Centre
- Build a strong donor base and maintain strong relationships with the private and public sectors, particularly with the provincial and national departments of education, science and technology

### **Sustainability and Financial Viability**

- Oversee the company's financial performance, investments, and other business ventures
- Prepare periodic performance reports against execution of the approved strategy and budget
- Ensure compliant financial reporting according to applicable reporting standards such as IFRS and etc.
- Fundraising: Increase the organization's revenue and retain the funding from current donors
- Ensure the sustainability of the organization through the development of diverse income streams
- Improve and strengthen financial viability, risk management and governance
- Ensure supplier payment terms & cost structuring is optimized
- Drive improvement in operational efficiency, cost reductions, make capital allocation decisions, and drive improved long-term cash flow generation of the company

### **Research and Development**

- Build a strong, planning, research, innovation, and development capacity
- Promote collaboration with relevant key stakeholders such as academic institutions

### **Stakeholder Management**

- Communicates and maintains trust relationships with shareholders, business partners and authorities
- Enhance the stakeholder relationship management strategy
- Able to deal fairly, frankly, assertively, and constructively with senior officials and stakeholders to resolve highly contentious issues
- Manage Sci-Bono Discovery Centre's risk profile in line with the extent and categories of risk identified as acceptable by the board
- Develop and build strategic partnerships to enable development of opportunities for business value

## **Public Relations and Marketing**

- Market and promote Sci-Bono Discovery Centre's vision and strategic plan to engage donors, sponsors and volunteers and by cultivating joint ventures with partners to enhance Sci-Bono Discovery Centre's mindshare and deepen the Centre's contribution to science and technology engagement and education.
- Develop and maintain a high level of public involvement and engagement with Sci-Bono Discovery Centre
- Maintain Sci-Bono Discovery Centre profile and flagship science centre status in SA and internationally

## **Innovation**

- Identify and introduce technological advances to meet the company competitive objectives within the marketplace including computer-based software
- Drive modernization, digital transformation, and customer experience excellence

## **Governance**

- Ensure compliance to all applicable legislative framework and regulations including meeting deadlines for reporting and filing purposes with relevant bodies such as SARS, CIPC, etc.
- Ensure company policies and legal guidelines are communicated and maintained through-out the organisation, and ensure that compliance thereof is enforced
- Account regularly to the Board of Directors
- Coordinate and provide adequate assurance provision through ensuring existence of effective Internal Audit function
- Ensure that the organization has appointed External Auditors and that Annual External Audits are performed efficiently and timeously.

## **EDUCATION**

### **Minimum Requirements:**

- PhD/Doctoral degree in related Field (Science/ Mathematics/ Education)
- Post-graduate degree in Public/or Business Administration or industry related

### **Added Advantage:**

- Post-graduate qualification in Science/Education would be an added advantage

## **EXPERIENCE**

### **Minimum Experience:**

- Must have a minimum of 6-8 years 'previous experience as a CEO or Executive role equivalent to the position
- Proven track record in the development, implementation, and communications of new directions in line with strategy and organizational mandate
- Demonstrable track record of successful turnaround strategy implementation is essential
- At least 10 years' experience in managing organizational resources such as human, financial and assets
- Proven leadership ability with a history in strategic planning, budget management, and development of company culture
- At least 10 years' experience in developing and fostering organizational culture that is diverse, inclusive, accessible, nimble, and innovative

### **Added Advantage experience:**

- Experience in working within the education sector and government at all levels
- Experience in non-profit organisational management
- Having prior exposure/experience in an environment that deals with or understands new direction/trends in science, innovation, maths and technology engagement
- Demonstrable ability to deliver results in a complex and changing environment
- Executive experience establishing and leading senior management teams delivering outstanding results in a customer-facing organizational environment
- Entrepreneurship and fund-raising experience

### **Knowledge:**

- Should be fully knowledgeable of science and the emerging trends in the industry.
- Should have prior knowledge on how to foster collaborative relationships with partners, in the corporate, government and institutional arenas
- Knowledge on how to build and sustain effective partnerships with the Board of Directors, government officials, the public, donors, corporate sponsors, and volunteers

### **BEHAVIORAL COMPETENCIES:**

- Conflict Management skills
- Relationship Building and management skills
- Decision making skills
- Collaboration skills
- Interpersonal and leadership skills
- Diplomatic skills

- Attention to detail
- Ability to handle multiple demands
- Results orientated, goal driven, with a continual drive to be successful
- Self-awareness and Self-control
- Driving delivery results

**SKILLS:**

- Strategic Management skills
- In-depth knowledge of corporate governance and general management best practices
- Ability to inspire confidence and create trust
- Strategic leadership
- Outstanding organizational and time management skills
- Project Management skills
- Process Improvement skills
- Verbal and written communication skills
- Presentation skills
- Analytical and Problem-solving skills
- Stakeholder Management skills
- Public relations skills
- Diversity Management
- Ability to manage financial management systems
- Ability to manage health and safety systems

***The Sci-Bono Discovery Centre is an equal opportunity employer. Interested and qualified candidates are invited to email or fax a concise CV for Attention: Ms Lebohang Mogale: [responses@tafadzwa.co.za](mailto:responses@tafadzwa.co.za) / 086 535 8624 with Reference Number: REC/VR\_202206***

***Closing date: 24 June 2022 – No late applications will be considered.***

***Disclaimer: Communication will be entered into with short listed candidates only. Only CV's submitted with the correct subject line will be attended too.***