



Chief Executive Officer - Magwa Enterprise Tea

Applications are invited from suitably qualified candidates for the above-mentioned post.

The Magwa Enterprise Tea (MET); comprises of Magwa and Majola Teas Estates, situated in the rural areas of Lusikisiki and Port St Johns on the Wild Coast, Eastern Cape, South Africa, require the services of a Chief Executive Officer to oversee the operations of the tea estates.

MET, supported by the Provincial Government of the Eastern Cape, is undergoing a major turnaround process towards establishing the enterprise as a flourishing, sustainable enterprise. This entails, among others –

- Ensuring that the revival of primary production operations – pruning, plucking, harvesting – is consolidated and sustained, as well as
- the introduction of local processing activity in the tea estates – tea-bagging and packaging.

Over and above this, a comprehensive planning process is being initiated towards the development of a masterplan for a diversified economy, comprising the tea estates, new high value commodities, and eco-tourism enterprises.

The re-planning process, and consequent rebranding and marketing of Magwa Enterprise Tea is further intended to attract private business partners into the multi-enterprise.

The successful candidate will also co-coordinate the masterplan development process.

The successful candidate will be based at the Magwa Tea Estate, however will from time to time be required to travel.

QUALIFICATIONS AND MINIMUM REQUIREMENTS

- Post Graduate qualification in Business Management, Finance, Development or Agriculture with at least ten years' relevant experience in a senior management position or operations within the economic development or agriculture sector in private or public sector.
- Excellent communication skills.
- Understanding of the Magwa-Majola region and an understanding of key local stakeholders and participatory development methodologies.
- Understanding of government systems and familiarity with departments and role-players key to the Magwa-Majola Corridor.
- Computer literacy and knowledge of computer software programs.

- A valid driver's licence.

The preferred candidate must be prepared to enter into a 5-year fixed term performance-based employment contract which will be renewable for a further 5 years based on performance.

The recruitment process will further consist of competency, security clearance and a comprehensive vetting process. Qualifications will be confirmed with the South African Qualification Authority (SAQA).

Disclosure must be made upon submission of this application in terms of any previous or ongoing disciplinary or legal matters.

SKILLS AND COMPETENCIES

- Strategic planning
- Financial management
- Problem solving and analysis
- Communication and information management
- Honesty and integrity
- Project management, report writing, interpersonal skills, planning and organising
- Budgeting and cashflow management
- Coordination and analytical skills
- Social facilitation and networking skills

KEY DUTIES AND RESPONSIBILITIES

As a key member of the Magwa Tea Estate (MET) Executive Management team, the CEO has overall responsibility for the smooth operation of the MET business as well as for its expansion in terms of revenue and profitability growth. The CEO has line management and financial, operational and sales and marketing responsibilities including performance management and development of the MET staff. The CEO has the final responsibility for the implementation of the Company's strategy and sustainable growth.

The key responsibilities include (not limited to) the following: -

- Revenue generation, management and growth of the tea produced on the estate.
- Ensure diversification of product offering.
- Review and oversee updating safety procedures as needed in coordination with the Business Manager.
- Provide assurance in the consistent quality of the product.
- Implement and review procedures with appropriate personnel.
- Responsible for direct supervision of management staff.
- Conduct regular reviews of staff and stay abreast of changes and improvements.
- Ensure compliance with all Human Resources policies and procedures with the Business Manager and Corporate Services.

- Develop and implement an annual performance management system with clear reward and incentive programmes.
- Effectively utilize corporate Human Resources and safety support services
- Develop and maintain a set of key standards and measuring tools to analyse the business unit performance.
- Develop the annual budgets in conjunction with the MET Team.
- Review actual expenses to budget with management team monthly.
- Investigate significant variances to budget and review with appropriate management.
- Ensure proper financial internal controls Chain Logistics/Inventory Management.
- Oversee all purchasing, receiving, shipping and warehouse operations.
- Assure the timely transfer of all goods between MET and other locations.
- Define strategies with MET managers for each segment of MET business.
- Develop and oversee the execution of special MET events including attending meetings and events as required.
- Identify and define advertising and marketing opportunities for MET.
- Review effectiveness of marketing programmes.
- Stakeholder Engagement.
- Provide strategic direction and ensure smooth running of company operations.
- Coordinate and monitor Magwa and Majola Development Corridor Masterplan development process.
- Develop and manage operational systems and work control systems;
- Ensure cost effective and efficient management of company resources;
- Adherence to public sector procurement, control and reporting requirements.
- Strategic planning and organisation of activities.
- Identification of areas of diversion to supplement and enhance the viability of the tea Estates.
- Board secretariat and support.
- Development and implementation of Stakeholder Management and Social Facilitation strategies.
- Oversee the development and implementation of the integrated marketing and sales strategy (Marketing and Sales diversification).
- Development of Public Relations and Communications, Corporate Social Investment strategies and its implementation thereof.
- Establish an efficient Corporate Services division.
- Implementation, monitoring and evaluation of turnaround strategy for Magwa and Majola Tea Estates.

GENERAL

Prior experience and exposure in the tea estate industry will be an advantage but is not a specific requirement.

Please provide two recent (no older than five years) contactable references as part of the process will be contacting your references.

SUBMISSION OF YOUR APPLICATION FOR THIS POSITION

Your application should be submitted via email to our Company Secretary. Your Curriculum Vitae (including two contactable references) together with your South African Identity Document or Passport, Qualifications and South African Driver's license should be provided via email: hr@msca.co.za The subject of the email must state "Magwa Chief Executive Officer Position". Should you wish to submit a manual document this should be delivered to our company secretary at 2 Scherwitz Road, Berea, East London.

All enquiries should be addressed to hr@msca.co.za

CONSENT OF UTILISATION OF PERSONAL INFORMATION

By applying for this position, you understand and give your consent that your personal information for the purpose of review of your details and necessary security and other vetting processes.

CLOSING DATE

12 November 2021 at 12h00 noon Late applications will not be accepted.

TIMELINE

Should you not have received a response by the 30th November 2021, please consider your application unsuccessful.

JOB DESCRIPTION

DEPARTMENT	N/A	DATE:	29 October 2021
JOB TITLE:	<u>Chief Executive Officer</u>	NO OF EMPLOYEES IN THIS JOB:	
JOB TYPE (Permanent/Contract/Secondment)	Contract	Period of temporary position (where applicable)	5 Years (renewable on performance for a further five years)
Location	<u>Magwa Tea Estate: Lusikisiki</u>		
<u>ORGANISATION STRUCTURE</u>		<u>MANNING SPECIFICATION</u>	
SUPERIOR		<u>EDUCATION:</u>	(MINIMUM necessary to perform job)
2ND LEVEL (Title) SUPERIOR		<u>SCHOOL:</u>	Grade 12
		<u>POST SCHOOL:</u>	Post Graduate qualification in Management, Finance, Development or Agriculture

		(Professional/Technical/Academic)
1ST LEVEL (Title)		
THIS POSITION (Title)		EXPERIENCE: (Typical career path listing jobs with MINIMUM time required in each)
		1. ten years' experience in a senior management position within the rural development or agriculture sector
SUBORDINATES		2. Experience in Board meeting and Committee meetings
1ST LEVEL (Title)		3.
		4.
		5.
SUBORDINATES		COMMENTS:
2ND LEVEL (Nos. only)		English (fluent)

DESCRIPTION/C ONTENT		JOB ANALYST / WRITER (NAME):	
OBTAINED FROM (NAME):			
AGREED (INCUMBENT):		FINAL JOB GRADE:	Grade 12
AGREED BY 1ST LEVEL SUPERIOR:		APPROVED BY:	
		(NAME):	
AUTHORISED BY		SIGNATURE:	
2ND LEVEL SUPERIOR:		DATE:	

COMPETENCIES:

1. Strategic planning	
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| <ol style="list-style-type: none">2. Financial management3. Problem solving and analysis4. Communication and information management5. Honesty and integrity6. Project management, report writing, interpersonal skills, planning and organising7. Budgeting and cash flow management8. Coordination and analytical skills9. Social facilitation and networking skills | |
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JOB TITLE:	Chief Executive Officer	
MAIN PURPOSE OF JOB: Overall Management of the Tea Estate		
KEY PERFORMANCE AREAS:		
	<ul style="list-style-type: none"> • Administration, Tasks Provide strategic direction and ensure smooth running of company operations; • Coordinate and monitor Magwa and Majola Development Corridor Masterplan development process; • Develop and manage operational systems and work control systems; • Ensure cost effective and efficient management of company resources; • Adherence to public sector procurement, control and reporting requirements; • Strategic planning and organisation of activities; • Identification of areas of diversion to supplement and enhance the viability of the tea Estates; • Board secretariat and support; • Development and implementation of Stakeholder Management and Social Facilitation strategies; • Oversee the development and implementation of the integrated marketing and sales strategy (Marketing and Sales diversification); • Development of Public Relations and Communications, Corporate Social Investment strategies and its implementation thereof; • Establish an efficient Corporate Services division; • Implementation, monitoring and evaluation of turnaround strategy for Magwa and Majola Tea Estates. • Revenue generation (own revenue). • Development of Tourism aspect of this Estate. 	

FINANCIAL RESPONSIBILITY:

	DIRECT	INDIRECT
Turnover		

Budget		
Salaries & Wages		
Profit		
Assets		