

CHIEF OPERATIONS OFFICER (COO)

Description

POSITION CHIEF OPERATIONS OFFICER

REFERENCE NO REF NO: CGE COO 11/2025

OFFICE/UNIT CHIEF EXECUTIVE OFFICE

CENTRE HEAD OFFICE, JOHANNESBURG

REPORTS TO CHIEF EXECUTIVE OFFICER

SALARY LEVEL 13

REMUNERATION R 1 216 824.00 PER ANNUM (ALL-INCLUSIVE PACKAGE)

CONTRACT TYPE (5-YEAR PERFORMANCE-BASED CONTRACT)

Responsibilities

DUTIES AND RESPONSIBILITIES

- Provide leadership, direction, support and advice to the Provinces, Information and technology report, Human resources department and Communications department.
- Manage CGE operations
- Develop and manage the implementation of annual performance plans
- Establish and manage monitoring, evaluation and control interventions on the day to day delivery of the organisational strategy
- Oversee the planning, designing, implementation, monitoring of strategic projects within the CGE
- Prudently manage the organisation's resources within budget guidelines and relevant legislation
- Manage relevant operational policies, procedures, guidelines and oversee proper and accurate management of the CGE at all times, especially the department under your leadership
- Manage and develop teams under your supervision
- Manage and coordinate engagements with stakeholders
- Ensure that the CGE and its employees under your management comply with relevant laws and Regulations
- Ensure that the strategic direction of the CGE aligns with the relevant national, regional and international instruments
- Advise the CEO on any strategic and operational matters that require his/her attention
- Perform any other duties as may be assigned to you from time to time.

Qualifications

MINIMUM REQUIREMENTS

- South African Citizen
- The most eligible candidate must hold a Master of Business Administration, LL.M, or equivalent (NQF 9).
- A minimum of 5 years' senior management experience in a human rights

Hiring organization

Commission for Gender Equality

Date posted

December 12, 2025

Valid through

09.01.2026

environment or 3 years executive management experience, working within human rights bodies.

- Training on good governance will be an added advantage.
- Experience in the following fields is critical, Human rights, social sciences, law, Communications, Information technology, and organisational development landscape will be an advantage.
- Experience of a transformational leader with strong managerial skills, a clear vision, and focused action would position the candidate favourably.
- Experience in preparations and management of strategic and operational plans.
- In-depth knowledge of relevant legal prescripts on gender equality, particularly Constitutional law.

Competencies:

- Strategic capabilities and leadership; Programme and Project management; Problem solving and analysis; People management; Knowledge management; Communication; Stakeholder engagement, Change management, Knowledge of PFMA and Treasury regulations, knowledge of research , principles and practices, knowledge and understanding of monitoring and evaluation, Knowledge and understanding of communications and stakeholder management requirements and processes, legal support, service delivery innovation, client orientation and focus.

Contacts

HOW TO APPLY

- It is mandatory that an applicant submit the following:
- Comprehensive CV and Motivational letter
- Certified copies of ID, drivers' license and Qualifications.
- Telephone details and e-mail addresses of three contactable referees.
- All the above-mentioned documents must be sent via email to: recruitment@cge.org.za.
- Correspondence will be limited to the short-listed candidates only. Applicants with a foreign qualification must submit a SAQA evaluation report of their qualification.
- The CGE reserves the right not to fill this advertised position. The CGE is an equal opportunity, affirmative action employer committed to the achievement and maintenance of fair representation (race, gender, and disability). Whites, Coloureds, Indians and persons with disabilities are encouraged to apply. Shortlisted candidates will be subjected to background checks and psychometric assessment. Preference will be given to South African citizens.
- For enquiries (Not Applications), contact Mr. Silas Maloka – HR Manager at Tel: 011 403 7182 or 069 007 0944.