



Job Title: Foundation Operations Manager

Location: Bellville

Perm/Contract: Permanent

Who are we?

Sanlam was established as a life insurance company in South Africa but has since transformed into a diversified financial services group that operates across the African continent, India, Malaysia and selected developed markets, with listings on the Johannesburg, A2X and Namibian stock exchanges. In 2018 the Group celebrated its centenary as well as 20 years since demutualisation and listing in South Africa and Namibia. Sanlam is one of the 50 largest internationally active insurance groups in the world with a presence in 44 countries and has the biggest non-banking financial services footprint on the African continent.

The five business clusters (Personal Finance, Investments, Emerging Markets, Corporate, and Short-term insurance) house the Group's business operations. The Group Office serves as the 'glue' that keeps the Group together by providing strategic direction and support to the five clusters to assist them in meeting their business objectives. The Group Office is responsible for the Group's centralised functions, which include: Finance, Actuarial and Risk Management, Information Technology, Human Resources, Market Development and Brand Services.

What will you do?

Directs and coordinates activities of businesses or departments concerned with the production, pricing, sales, and/or distribution of products. Manages both direct and matrix resources whose functions include: development of plans, process impact and redesign, change management, communication, training, delivery, implementation of financials and monitoring of performance of implemented solutions, and continuously improve implementation capability. Prepares work schedules and assigns specific duties. Reviews financial statements, sales, activity reports and other performance data to measure productivity and goal achievement. Determines areas needing cost reduction and program improvement. Establishes and implements departmental policies, goals, objectives, procedures and may confer with board members, organisation officials and staff members as necessary. Determine staffing requirements and oversees the human resources

processes. Monitors business to ensure that they efficiently and effectively provide the needed services while staying within budgetary limits.

It is a supportive role to the Foundation Head. This position focuses on assisting with the successful implementation of the Foundation's strategic objectives and its measurement of impact, as well as managing the execution and adoption of all activities within the Foundation. The role is responsible for the day-day operations of the Foundation, including quality assurance & non-financial regulatory reporting, IT and operational risk management. The role is responsible for the management of the Project managers and project administrator/s in the Foundation to ensure that all programmes are delivered within scope, time and budget.

What will make you successful in this role?

- Comprehensive management of day-day operations and programmes of Foundation, inclusive of operational support to the Head of Foundation.
- Supportive role in terms of Foundation Policy within Sanlam - Stakeholders: (Trustees, Business Clusters, Sanlam staff members)
- Supportive role in terms of Foundation Policy external to Sanlam – Stakeholders (NGO's, Government and Provincial Departments, beneficiaries and communities that we serves
- Measure success and Communicate progress – Assist with:
 - Creating awareness of Corporate Social Investment (CSI) Strategy
 - Updating information for Tender Purposes
 - Enhancing the Sanlam Business Strategy by aligning the CSI strategy with the Sanlam Business Strategy
- Comprehensive implementation and Administration of all CSI Projects within the Sanlam Group.
- Response to general enquiries from all stakeholders (internally and externally)
- To liaise and maintain relationships with CSI contacts in other Business Clusters and other external programme stakeholders

Qualification and Experience

- Bachelor's Degree, and a Project Management qualification (PRINCE 2 or Project Management Practitioner (PMP))
- 5-7 years' experience at management or supervisory level
- 5-7 years' experience in Project and/or Programme management, preferably in the NPO/Development sector

The following will be to your advantage:

- 1-3 years' experience in IT and/or digital channels
- 3-5 years' experience in a business/financial services environment

Knowledge and Skills

- An understanding of Risk Management and Internal audit principles will be to your advantage
- Knowledge and understanding of King IV Report (Triple bottom line)
- Knowledge and understanding of the regulatory and fiduciary requirements (DTI codes of good practice) for Trusts and NPOs
- Knowledge of Schedule 9 of Income tax Act, as well as VAT act and other relevant financial legislation and fiduciary requirements.
- Deep knowledge of Sustainability and Socio-economic development, as well as the not-for-profit sector
- Deep knowledge and understanding of Programme and Project management principles, as well as experience managing operational teams or PMOs
- Knowledge and understanding of ERM and Operational risk management
- Knowledge of IT and digital channels , ideally those used in the Not-for-Profit sector
- Deep knowledge and understanding of M & E, Impact measurement and sustainability reporting.



Personal Attributes

Decision quality

Interpersonal savvy

Plans and aligns

Optimises work processes

Core Competencies

Cultivates innovation

Customer focus

Drives results

Collaborates

Being resilient

Build a successful career with us

We're all about building strong, lasting relationships with our employees. We know that you have hopes for your future – your career, your personal development and of achieving great things. We pride ourselves in helping our employees to realise their worth. Through its business clusters – Sanlam Personal Finance, Sanlam Emerging Markets, Sanlam Investments, Sanlam Corporate, Santam, Miway, as well as the Group Office – the group provides many opportunities for growth and development.

Due date for applications:

15 May 2020

Turnaround times

The shortlisting process will only start once the application due date has been reached. The time taken to complete this process will depend on how far you progress and the availability of managers.

The Sanlam Group is committed to transformation and embracing diversity and our employment equity plan and targets will be considered as part of the recruitment process. This commitment is what drives us to achieve a diverse workplace with employment equity as a key goal to create an inclusive workforce, representative of the demographics of our society as well as people with disabilities.