



The Community Schemes Ombud Service Act (Act 9 of 2011) was promulgated on 11 June 2011 and provides for the establishment of the Community Schemes Ombud Service (“CSOS”) as a public entity. The CSOS has been classified as a Schedule 3A Public Entity in terms of the Public Finance Management Act (Act No.1 of 1999) (PFMA).

CHIEF OMBUD
FIVE (5) YEAR FIXED TERM CONTRACT
(Ref. CSOS/CO/05/23)

This position reports to the Chairperson of the Board.

Requirements

- Bachelor’s degree in law or a recognised equivalent qualification is a prerequisite.
- A postgraduate qualification at Master’s level MBA/MBL Master’s Degree in Law or other equivalent qualification in law will be an added advantage.
- A minimum of 15 years working experience, 10 of which must be in an Executive or Senior Management role.
- Understanding the political and legislative environment of Government.
- Knowledge of the Community Schemes environment including Sectional Tittles, Home-Owners Associations, or similar environment.
- Knowledge and experience in the resolution of disputes, and
- A proven record of good governance, financial administration, and strategic reporting.

Key Performance Areas

- To account for the CSOS programmes regularly to the Board, through the Chairperson, the Executive Authority, and other relevant organisations.
- To account to the Board on the strategic affairs of the Community Schemes Ombud Service.
- Oversee an efficient and effective dispute resolution mechanism for Community Schemes.
- Oversee the regulation of Community Schemes to ensure their good governance.
- Oversee appropriate administrative systems for the safe custody and control of Schemes Governance documentation.

- Oversee the provisioning of customer education as an integral part for the good administration of the Community Schemes.
- Manage the affairs of the Community Schemes Ombuds Service by overseeing the development and implementation of the strategic business plan of the organisation.
- To oversee the development and implementation of strategic performance plans, risk management plans audit plans and fraud prevention plans for the organisation.
- Ensure the growth of the organisation through devising and implementation of sound and sustainable funding models.
- Ensure financial viability, by implementing efficient levies collection model.
- Ensure proper financial management regarding financial planning and reporting, revenue, and expenditure.
- Ensure alignment of the CSOS long-term strategic plan, APP and business plans to the overall regulatory and legislative requirements of CSOS's financial plan.
- Establish strategic partnerships with key stakeholders in order to achieve business objectives.
- Ensure availability and effective utilisation of resources to support the overall strategy of CSOS.
- Ensure compliance to legislation and regulatory frameworks.
- Identify stakeholder and partner requirements synergistic to CSOS in order to support the execution of the strategic priorities.
- Ensure execution of all Board's directives.
- To chair EXCO and present Operational Reports to the Board, periodically, including attending to matters from the Ministry and the Department of Human Settlements as per the Board Delegation of Authority.
- Lead the corporate governance framework to ensure clean administration.

NB: This appointment will be subject to security clearance.

Enquiries: Ms. Chadelle Ritson, HR Officer, tel. (010) 593-0533.

Background checks on the preferred candidates will be conducted prior to an appointment.

Applications, including a covering letter and accompanied by a CV and certified copies of qualifications, must be addressed to the Executive Corporate Affairs, Mr. Lesiba Seshoka and e-mailed to: recruitment5@csos.org.za

CLOSING DATE: 05 JUNE 2023

NB: Please note that it is compulsory to use the reference number as a subject line when applying for the advertised positions.

Applicants who do not receive any response within 4 weeks of the closing date must regard their applications as unsuccessful.

People with disabilities are encouraged to apply.



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Privacy Statement:

We comply with the provisions of Protection of Personal Information Act; Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for.

In the event your application was unsuccessful for a specific position, the CSOS will retain your personal information for internal audit purposes as required by the CSOS policies.

All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information may render your application null and void. The CSOS will safeguard the security and confidentiality of all information you share with us. All personal information will be treated as confidential and will not be disclosed to third parties, except in situations where:

- (i) We are legally compelled to do so; or
- (ii) Disclosure is necessary for recruitment purposes; or
- (iii) You have not objected thereto.



By uploading any additional and supporting documentation, you consent to the CSOS using the information contained therein to fulfil the requirements of the recruitment process.