

INTERNAL / EXTERNAL ADVERT

Post: Manager: Strategic Planning

Department: Strategy and Reporting

Reference: MNGRSP/RTIA/2026

Level: 12

Salary: R 1,101,468 per annum (CTC)

Term: Permanent

Minimum Educational Requirements: * Bachelor's degree or Advanced Diploma (NQF Level 7) in Strategic Management, Public Administration, Public Management, Development Studies, Economics, Monitoring & Evaluation or related qualification. * Postgraduate qualifications (NQF 8) in Strategic Management, Public Administration, Development Planning or related field will be an added advantage

Minimum Knowledge & Experience Requirements: *Minimum 5 years relevant experience in strategic planning, institutional planning, organisational performance planning or public sector planning. *At least 3 years must be at junior management or supervisory level. * Extensive knowledge of strategic planning frameworks, Annual Performance Plans, Operational Planning processes and government planning prescripts. Sound knowledge of PFMA, Treasury Regulations, National Treasury Framework for Strategic Plans and Annual Performance Plans, DPSA governance frameworks and organisational performance management practices. *Valid driver's licence. Willingness to travel when required.

Required competencies: *Strategic thinking and planning capability. * Strong leadership and people management skills. * Excellent analytical, problem-solving, and decision-making skills. * Sound knowledge of strategic planning, monitoring, evaluation, and performance management frameworks. * Strong project management and organisational skills. *Excellent stakeholder engagement and relationship management skills. *Advanced report-writing, presentation, and communication skills. *Ability to develop, implement, and monitor strategic and operational plans. *Strong financial planning and budgeting skills. *Ability to manage change and drive organisational performance. *High levels of integrity, professionalism, and accountability.

Duties: Coordinate the Development of Organisational Strategic Plans

*Develop and implement strategic planning frameworks, policies, methodologies and guidelines. *Coordinate environmental scanning and strategic analyses. *Facilitate strategic planning sessions and consultative workshops. *Coordinate the development and review of the RTIA Strategic Plan. *Ensure alignment between strategic priorities and organisational mandates. * Coordinate approvals of strategic planning documents by relevant governance structures.

Manage the Development of Annual Performance Plans and Operational Plans

Coordinate the development of the Annual Performance Plan (APP).

*Facilitate development of divisional operational plans. * Ensure alignment between the Strategic Plan, APP and Operational Plans. * Review and quality assure indicators, targets and technical indicator descriptions. *Consolidate organisational planning submissions. *Coordinate approval processes and submission deadlines. *Review and quality assure indicators, targets and technical indicator descriptions. *Consolidate organisational planning submissions. *Coordinate approval processes and submission deadlines.

Coordinate Integrated Organisational Planning

*Coordinate planning activities across the Agency. * Facilitate planning committees and planning forums. Provide strategic planning advice and support to divisions. * Ensure integration between planning, budgeting, performance management and risk management processes. * Facilitate annual planning cycles and planning calendar activities.

Ensure Compliance with Planning and Governance Prescripts

*Monitor compliance with statutory and regulatory planning requirements. * Ensure compliance with National Treasury Frameworks and related prescripts. * Conduct quality assurance reviews of planning documents. *Coordinate audit requests and responses relating to planning processes. *Maintain planning governance standards and reporting requirements. *Conduct quality assurance reviews of planning documents. *Coordinate audit requests and responses relating to planning processes. *Maintain planning governance standards and reporting requirements.

Coordinate Publication and Communication of Planning Documents

*Coordinate finalisation of approved Strategic Plans and APPs. * Ensure publication of approved planning documents. *Coordinate submission of planning documents to oversight authorities. * Maintain planning document repositories. * Facilitate communication and awareness of approved plans throughout the Agency.

Enquiries: Sibusiso Ncube – 011 763 1103

Correspondence will only be with shortlisted candidates. If you do not hear from the Agency in three (3) months from the date of closure, please consider your application as unsuccessful. Recommended candidates will be subjected to the Agency's mandatory background checks, security clearance and qualification verification processes.

To apply please submit a letter of application, recent curriculum vitae as well as certified copies of qualifications and identity document. Applications must be addressed to: cadqah@apply.simplify.hr

Please note that late applications and those without all the relevant supporting documents as prescribed above will not be considered.

The RTIA is an Equal Opportunity Employer and is seeking to balance the employment equity profile therefore the youth, Women and People living with disabilities are encouraged to apply.

Internal candidates who meet the requirements are encouraged to apply.

Closing Date: 10 August 2026