

Head – Professional Services Business Unit and Afroteq Business Development and Finance Manager – Cape Town

A fresh opportunity to head the professional services business unit delivering project and programme management, development management and quantity surveying from an executive level has recently opened up within our senior leadership team. The incumbent is accountable to lead the business unit nationally and ensure the overall delivery of new business growth, the profitable achievement of projects and consulting services, the retention of clients and the management of the Business Unit's operations.

In respect of Afroteq Advisory's business development and finance management activities, the incumbent is responsible to ensure viable pipeline work through securing new business/project appointments and also to ensure monthly P&L reporting is in place.

Afroteq is a multi-disciplinary integrated company providing advisory and training services to the built environment sector since 2000.

Afroteq is a Level 2 BBBEE contributor with 51% black ownership and is ISO 9001:2015 and ISO 41001:2018 accredited. Our people are skilled and knowledgeable. We work in partnership with our clients, appreciating and understanding their business and managing service delivery using a project based business model.

Principal Responsibilities

We believe that a role such as this feeds the core of our future business:

Integrity, professionalism and respect are the foundation of your leadership and management style and enable you to manage staff and staff deployment to achieve timeous output requirements from an operational perspective;

Your ability to ensure effective financial management is in place to achieve turnover, profit and to meet legal requirements is complemented by your insistence on setting and maintaining quality and compliance standards;

Your self-motivated, resilient approach ensures that service levels are met and that the work is profitable for the business.

The purpose of the role is to:

For the Professional Services (PM, PgM, BM, QS) Business Unit:

- **Business management:** Assume control of all operational aspects of the Business Unit, including business growth, marketing, sales, project management and delivery, consulting services, staffing and people management (direct and indirect reports)
- **Financial management:** Manage the overall financial viability of the Business Unit nationally ensuring revenue, cost of sales, gross profit, expenses and net profit targets are met
- **Client Management:** Ensure strategic client retention solutions and integrate these with the sales, business development, service excellence and people management processes. Furthermore, ensure a pervading culture is established that focuses on business development, relationship building, sales, and client retention and service excellence.
- **Project Management/Consulting:** Perform project management and consulting services on select projects for clients – envisaged to be strategic and/or major projects requiring senior skill and involvement.

For Business Development and Finance Management of Afroteq

- **New business growth (revenue):** Drive business growth (revenue) for Afroteq Advisory nationally through leading and working with and coordinating the efforts of the AFMS Group Business Development team, the Associates within Afroteq and the Afroteq Sales Consultant.
- **Financial management:** Drive the process of ensuring annual budgets, monthly P&L (actual and forecast), weekly project financial reporting and general project productivity and financial reporting is visible across Afroteq by mentoring and guiding the project managers in this respect.
- **Support:** Assist the Associates with setting new business growth targets as well as financial targets and the means to understand their progress towards meeting those targets.
- **General support to AFMS:** Support to the FM contracting business (FM Solutions) and AFMS Group as and when required – including looking for and bringing in FM contracting solutions to the Director of FM Solutions.

- **Cross-functional engagement:** Work closely with the other Associates, especially the Associate responsible for the Gauteng region, to ensure coordinated and efficient staff and client engagements and project delivery, as well as new business development in Gauteng.

What underpins success in this role?

- Grade 12
- Relevant tertiary qualification – a 4 year degree or diploma is the minimum
- **Must be registered PrQS**
- Minimum of 15 years working experience in the broader facilities management and built-environment field.
- Minimum of 5 years expertise at senior management level in leading large teams of professionals and staff in the facilities field on large and complex projects.
- Good knowledge of soft and technical skills in the built environment
- Good working knowledge of architecture, engineering and project management industry, roles, responsibilities and contracts.
- Good understanding of legislation and legal requirements of corporate operations.
- General business acumen, and good understanding of corporate governance requirements and applications.
- Profit driven.
- Results and goal orientated.
- Sound knowledge of generating, maintaining, and managing contracts and SLA's
- Experience in drafting business and marketing plans, strategies and proposals.
- Good experience in general business consulting in the facilities environment.
- Good financial experience in generating budgets and managing financials and income statements.
- Experienced in generating KPI's and delivering on them.
- Understanding of corporate structuring, grading and staff deployment skills.
- Understanding of Employment Equity and Labour Relations.
- Understanding of financial accounting and billing systems and structures.
- Understanding of IT and operational IT requirements.

People and Management Skills

- Ability to manage budgets, income and costs
- Business development, marketing and sales skills
- Ability to grow, develop and sustain existing and new business

- Strong and proven management, interpersonal and leadership skills
- Strong mediation, conflict and problem resolutions skills
- Able to work under pressure and meet deadlines
- Strong communication and negotiation skills at a high level
- Integrity, professionalism and self-motivation
- Strong presentation and proposal skills

Do you thrive in a diverse culture that rewards innovation and ownership? Are you passionate about adding value through exceptional senior leadership.

To apply, please email your CV to jobs@afroteq.co.za before **13 September 2019**.

As a proudly South African brand, AFMS Group (Pty) Ltd, are committed to transformation and employment equity. The filling of this position will be in line with our employment equity goals.

***Please note – relocation costs will not apply**