Downloaded from <https://www.velvetjobs.com/job-descriptions/transformation-manager>

# Example of Transformation Manager Job Description

Our company is growing rapidly and is looking for a transformation manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for transformation manager

* Evaluate the company’s BBBEE initiatives and ensure they are aligned with legislation and supportive of achievement of relevant BEE levels as determined for each legal entity
* Ensure that the company is continuously updated on all changes in BBBEE and EE legislation and that necessary plans are implemented to address any such changes
* Compilation and collation of the annual BBBEE audit packs
* Coordinating, implementation and maintenance of the employment equity plan across all Hon entities in SA
* Guiding of company stakeholders on the adherence of to the Employment Equity Act
* Coordination of EE Committees in all legal entities
* Ensure company-wide implementation and adherence to the Employment Equity Act
* Coordinate and ensure timely submission of EEA2 and EEA4 ( and any other required submissions) to the DoL
* Support with the development and implementation of WSP’s to achieve transformation targets and ensure max rebate in respect of DoL grants
* Roll up metrics from all ongoing projects

## Qualifications for transformation manager

* Knowledge of PMI Process groups and PM methodologies
* Highly effective verbal communication and interpersonal skills
* Strong analytical and organizational skills with the ability to manage multiple assignments
* Ability to diagnose and remediate technical challenges
* Ability to thrive in an environment of high ambiguity and autonomy
* Proven strategic capabilities and critical thinking across business /technology vision, solutions, roadmaps