



JOB PROFILE

POSITION DESCRIPTION	
Position Title	Executive: Corporate Services
Purpose	<p>Provide strategic leadership, directs and controls strategic functioning of the Corporate Services Directorate, which includes Human Resources Management & Development, Administration & Support Services, Information Communication Technology, and Communications and Marketing.</p> <p>The position is responsible for the development and implementation of all Strategies related to Corporate Services function, e.g. HRM&D Strategy, ICT Master Plan, Communication and Marketing Strategy, etc.</p>
Division	Corporate Services
Reports To	Chief Executive Officer
Position location	Head Office
Peromnes Grade	
Number of Direct Reports	5

POSITION REQUIREMENTS	
Minimum Qualification	Honours Degree in Public Administration/Management or Business Management.
Essential Experience	<ul style="list-style-type: none"> • Eight (8) years' experience in corporate services management of which at least 5 years must have been at senior management level. • Sound practical experience in corporate governance. • Experience in strategic planning and execution.
Knowledge	<ul style="list-style-type: none"> • Working knowledge of legal prescripts regulating public sector and entities. e.g. PFMA, NDA Act, Labour Laws, etc.

	<ul style="list-style-type: none"> • Knowledge of leadership and management principles • Knowledge of computerized HR and ICT systems. • Knowledge of contracting, negotiating, and change management • Knowledge of changes and/or developments in governmental accounting laws, and company policies and procedures. • Knowledge of project management • Experience of producing Board reports. • Experience of managing diverse teams
Skills & Abilities	<ul style="list-style-type: none"> • Visionary Leadership • Strategic Leadership • External Awareness • Political Savvy • Leveraging Diversity • Negotiation and problem solving • Creativity & Innovation • Ability to work as a team leader • Strong analytical skills and ability to interpret and advise on the application of legislation • High levels of discretion and sensitivity • Ability to interpret international and local conditions and trends • Excellent communication skills – all aspects • Ability to work under pressure • Ability to drive and motivate change • Ability to provide sound advice at all levels

MAIN AREAS OF RESPONSIBILITY	
Strategic leadership, planning, and management.	<ul style="list-style-type: none"> • Provide strategic leadership and management in the Corporate Services Division • Ensure operational excellence in Human Capital, Communication & Marketing, General Administration & Support Services and Information Technology • Responsible for the development and implementation of applicable Strategies/Plans that supports the National Development Agency's Strategy, e.g. HRM&D Strategy, ICT Master Plan, etc. • Responsible for the management of individual Performance Management System.

- Oversee the design and establishment of organizational structure and staffing to accomplish organizational goals.
- Provide technical support to the organization in driving transformation and change management initiatives.
- Responsible and accountable for the development and implementation of employment equity plan and reporting.
- Oversee and advice management, employees on labour relations matters and processes.
- Provide related expert advisory and consultative support services to employees at all levels of the organization, including executive, management, and frontline staff.
- Assist management and employees in the interpretation and application of human resources policies, practices and guidelines
- Responsible for the coordination of employee assistance and wellness in the work place.
- Development, review and implementation of human resources, administrative policies and procedures.
- Oversee the development and processing of employment contracts.
- Ensure integrity and confidentiality of HR systems and records.
- Responsible for the administration and management of employee remuneration and benefits, e.g. Key salary scale, retirement benefits, leave, etc.
- Responsible and accountable for the HR Value Proposition, e. g organizational design, manpower planning, recruitment & placement, succession and retention, remuneration and benefits, training and development, performance management, etc.
- Lead and coordinate negotiations and collective bargaining with organized labour (unions)
- Providing leadership and guidance to the Corporate Services team including effective delegation of work, monitoring of workload, priority management to ensure all activities and service levels are maintained.
- Develop sound strategic relationships with relevant stakeholders to serve the interest of the organization, e.g Unions.
- Responsible for the development, implement and monitoring of the Archives/Records management system and function
- Responsible for rendering of general administration support and Support services, housekeeping, printing, etc.
- Ensuring that the office environment is comfortable, clean and meets the employee and associate's needs.

	<ul style="list-style-type: none"> • Ensuring coordination and implementation of occupational health and safety programmes in the workplace. • Oversee the overall ICT activities and ensure integrity and confidentiality of ICT systems and records. • Oversee the development and deployment of new ICT solutions or developments • Ensure that the ICT governance framework and structures, and policies are in place. • Oversee the development of network technological solutions of the organization. • Provide strategic oversight of all management information systems, as well • as ensuring linkage and integration of systems, telecommunications, and related technology. • Ensure that ICT software and hardware, systems upgrades are done timeously. • Oversee the overall activities of communication and marketing function • Oversee the development of branding material for the organization • Oversee the development of publications for the organization • Manage the internal communication of the organization • Ensure coordination of participation of NDA in various platforms • Ensuring coordination of operational risk management processes and reporting.
<p>Governance, Accountability, and reporting</p>	<ul style="list-style-type: none"> • Direct and ensure compliance by all with the applicable legislation and NDA policies. • Oversee the application of principles of good governance and compliance. Ensuring that the organization applies all recommended human resources best practices. • Responsible for the compilation of divisional monthly, quarterly and annual reports. • Responsible for the management and implementation of the Departmental budget. • Monitoring and addressing non-compliance with policies and procedures. • Responsible for submission of reports to the Board and its Committees.
<p>People Management</p>	<ul style="list-style-type: none"> • Responsible for people management within the Department. • Accountable for the performance management of the Department. • Management of employee benefits for the Department • Oversee all the aspects of labour relations within the Department, including disciplinary process • Determine staffing requirements for the Directorate

	<ul style="list-style-type: none"> • Direct capacity and employee development within the Department, i.e training, etc. • Ensure the implementation of the NDA human resources policies, procedures and practices within the Directorate • Establish a positive work environment within the Directorate • Coach and mentor staff as appropriate to improve performance • Accountable for general human resources management, i.e leave management, time and attendance, etc.
Risk Management	<ul style="list-style-type: none"> • Identify and evaluate the risks within the Directorate and as related to the organisation's financial status, and implement measures to control those risks. • Report on the identified risks and risk management strategies. • Resolve audit queries and complete risk management reports as appropriate for the NDA and the Directorate.

KEY RELATIONSHIP INTERFACES	
Internal Relationships - other than reporting lines (manager and subordinates). *	External Relationships (With Local/Provincial structures and other key parties, specify)
<ul style="list-style-type: none"> • NDA Management and Staff • NDA Board 	<ul style="list-style-type: none"> • Government Departments e.g. DSD, DoL, SITA etc. • Service Providers e.g. Employee Benefits providers • Unions • Parliamentary Committees

Signed by: (Job Holder)	Authorised by:
Date:	Date: