

JOB PROFILE

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| **POSITION DESCRIPTION** | |
| **Position Title** | **Executive: Corporate Services** |
| **Purpose** | 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.  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. |
| **Division** | Corporate Services |
| **Reports To** | Chief Executive Officer |
| **Position location** | Head Office |
| **Peromnes Grade** |  |
| **Number of Direct Reports** | 5 |

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| **POSITION REQUIREMENTS** | |
| **Minimum Qualification** | Honours Degree in Public Administration/Management or Business Management. |
| **Essential Experience** | * Eight (8) years’ experience in financial 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** | * Working knowledge of legal prescripts regulating public sector and entities. e.g. PFMA, NDA Act, Labour Laws, etc. * 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** | * 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 |

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| **MAIN AREAS OF RESPONSIBILITY** | |
| **Strategic leadership, planning, and management.** | * 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. * 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. |
| **Governance, Accountability, and reporting** | * 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. |
| **People Management** | * 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 * 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** | * 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. |
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| KEY RELATIONSHIP INTERFACES | |
| **Internal Relationships - other than reporting lines (manager and subordinates).** \* | **External Relationships (With Local/Provincial structures and other key parties, specify)** |
| * NDA Management and Staff * NDA Board | * Government Departments e.g. DSD, DoL, SITA etc. * Service Providers e.g. Employee Benefits providers * Unions * Parliamentary Committees |

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