

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.
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| **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
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| **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.
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| **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.
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| **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.
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| **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: |