

EXECUTIVE MANAGER: CORPORATE SERVICES DIVISION (5-YEAR FIXED TERM CONTRACT)

PURPOSE OF THE JOB

Reporting to the CEO, the Executive Manager for Corporate Services' principal functions the development of a clear, effective strategy for all transversal corporate service functions and leading the delivery of TASEZ's strategic objectives in line with the overall Strategic Plan. Appointment will be based on a 5-year fixed contract.

KEY RESPONSIBILITIES

People Management

- Provide input into workforce planning and implement approved labour plans to ensure team is suitably staffed to meet sub-functional objectives
- Implement and manage all people development initiatives including performance management and succession
- Planning and talent management to ensure that team performance meets required standards
- Plan, organise and manage activities of subordinates to ensure sub-functional objectives are met or exceeded
- Ensure effective communication within department

General Management

- Develop long, medium and short-term plans for the Corporate Services Division to support the strategic objectives of the organisation
- Develop, manage and monitor the implementation of approved Corporate Services plans, policies and procedures
- Develop and effectively manage the Corporate Services Division budget
- Effectively manage all Corporate Services assets operationally throughout the life cycle
- Manage the recruitment, performance management, development, corrective measures and retention of high-performing Corporate Services Division's employees.
- Prepare and present reports detailing the status of expenditure and availability of funds for Corporate Services Division
- Authorise expenditure for Corporate Services Division within the approved Delegation of Authority (DOA) Framework

- Approve contracts for appointment of consultants/contractors/suppliers within the Division

Human Resources and Internal Employee Communication

- Develop and manage a Human Resources (HR) strategy across all functional areas (recruitment, administration, job evaluation, employment equity, remuneration, performance management, discipline, HRIS, training and development and employee well-being) for the organisation that will ensure legal compliance and an environment that will attract, nurture, develop and retain high-performing employees
- Redefine and recommend an organisational structure that will enable the effective implementation of strategic objectives
- Ensure that effective HR policies, procedures, processes, and systems are developed, implemented, and monitored for compliance and best practice
- Manage and lead on HR projects and initiatives aligned to the entity's strategic plan ensuring that implementation is achieved on time and in budget
- Develop and manage effective communication mechanisms to ensure that information is effectively disseminated throughout the organisation, allowing for consultation, and ensuring commitment of employees and managers
- Develop and implement an effective Change Management Strategy that will positively contribute to the overall effectiveness and morale of the employees

Safety, Health, Environment and Quality

- Develop and manage an organisation wide SHEQ Strategy and System that will ensure compliance with legislation and a safe and healthy working environment for all stakeholders
- Ensure that effective SHEQ policies, procedures, processes, and systems are developed, implemented, and monitored
- Develop and implement a Quality Assurance Management System and obtain/maintain appropriate ISO certification
- Manage and ensure compliance to Record of Decisions, Environmental Authorisations and other environmental permits and licenses relating to infrastructure development within the SEZ
- Develop, maintain, and improve the Business Continuity Management Programme for the organisation by minimizing the impact of a material disruption to critical business activities

Information, Communications and Technology

- Ensure the development and management of an effective internal Information and technology strategy
- Monitoring the usage of electronic and communication facilities and services to ensure compliance and cost effectiveness
- Manage the implementation of the IT Governance framework and corrective measures as required to comply with internal audit requirements and best practice guidelines
- Corporate Governance, Information Management, Legal and Regulatory Compliance
- Develop and manage a clear framework to ensure legislative and regulatory compliance across all functional areas of TASEZ
- Facilitate the resolution of disputes from a legal perspective and manage and co-ordinate TASEZ's relationship with external legal advisors
- Advise the board on the provisions of the applicable King Code of Corporate Practices, PFMA, Terms of Reference, and Code of Conduct
- Develop, manage, and monitor the implementation of a strategy for the entity that will create an ethical business culture, a code of conduct, annual declaration requirements and report on deviations
- Conduct evaluation on Board, Board subcommittees and internal audit effectiveness.
- Develop and manage a Document and Records Management Strategy and System that ensures compliance with legislation (e.g., KZN Archives Act, PAIA, etc.) and the effective classification, safe keeping, archiving and disposal of vital records and documents
- Facilitate the implementation and management of supporting technology to ensure effective document and knowledge management

Integrated Risk Management

- Develop, manage, and monitor the integrated risk management (IRM) framework to align it to best practice (policy methodologies, risk rating tables, procedures, terms of reference and templates)
- Develop the IRM plan to implement the IRM strategy annually and monitor and report on the status of implementation of the IRM plan to confirm implementation of the framework
- Develop and implement the risk appetite and tolerance framework annually.

- Maintain, monitor, and review the strategic risk register and emerging risks through facilitation of risk assessments and reviews
- Provide guidance/ expertise on risk methodologies at an operational level to ensure alignment to the IRM framework
- Provide assurance that the organisational, divisional, and emerging risks have been identified, and are being managed within the organisation's risk appetite and tolerance framework
- Disclose to the Board any risks that are outside the organisation's risk tolerance for specific sign-off
- Establish divisional Business Continuity Plans

Corporate Support

Develop and manage an effective Corporate Support Strategy and System to ensure the organisation's requirements are met in the areas of reception services, courier and postal services, general office management, refreshments, office layout, travel management services, general administration, and fleet management.

COMPETENCIES/KNOWLEDGE

A successful candidate must have a good understanding of EEA, BCEA, PFMA, OHSA, NEMA, POPI, PAIA, LRA, Treasury Regulations, B-BBEE, PPPFA.

REQUIRED SKILLS

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| Planning and organising | Project management |
| Change management | Analytical |
| Decision making | Problem solving |
| Communication | Mentoring |
| Presentation and facilitation | Conflict management |

ATTRIBUTES

- Business acumen
- Ability to work in a team environment
- Honesty
- Flexibility
- Strong work ethic
- Determination

QUALIFICATIONS

- Grade 12
- Degree in Human Resource/Law or General Management
- Honours Degree in Human Resource Management/Law or General Management
- A Master's Degree in Human Resources Management, Law or General Management will be advantageous.

WORK EXPERIENCE

- Minimum of 5 years Expert level in Corporate Services
- Over 5 years' experience at senior management level in Corporate Services

APPLICATION PROCESS

Qualifying candidates can send their comprehensive CVs, Covering Letter, Certified Copies of SA ID and Qualifications and Three Contactable References to recruitment@tasez.co.za

CLOSING DATE

The closing date for applications **08 August 2022**.