

EXECUTIVE MANAGER: CORPORATE SERVICES DIVISION (5-YEARS 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. The Corporate Service Exec will have the ability and experience to motivate and drive the teams and colleagues to achieve both the overall company targets and key performance objectives. Strong people management skills are also essential to encourage personal development and ensure employee engagement is always maintained.

KEY RESPONSIBILITIES

People Management

- Managing all aspects of the HR function within the company including the Skills Development and Training, together with management of information and IT systems Risk Management and the PR/Marketing 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, organize 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 organization.
- 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.
- Authorize 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 organization that will ensure legal compliance and an environment that will attract, nurture, develop and retain high-performing employees.
- Redefine and recommend an organizational 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 organization, allowing for consultation, and ensuring commitment of employees and managers.

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- 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 organization 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 Authorizations and other environmental permits and licenses relating to infrastructure development within the SEZ.
- Develop, maintain, and improve the Business Continuity Management Programme for the organization 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
- coordinate TASEZ's relationship with external legal advisors.

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- 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 organizational, divisional, and emerging risks have been identified, and are being managed within the organization's risk appetite and tolerance framework.
- Disclose to the Board any risks that are outside the organization's risk tolerance for specific sign-off.
- Establish divisional Business Continuity Plans.

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Legal Services

- Develop and manage the legal strategy for TASEZ.
- Ensure TASEZ statutory compliance and Legal support.
- Ensure management of litigation services as managed by legal service providers, Manage alternative dispute resolution processes and other conflict matters.
- Oversee the negotiation, drafting and execution of contracts with relevant parties.
- Ensure the development and implementation of precedent agreements, service level agreements in collaboration with stakeholders to create efficiencies.

Corporate Support

- Develop and manage an effective Corporate Support Strategy and system to ensure the organization'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, NIA.

QUALIFICATIONS

- A master's degree in human resources management, Law, Marketing or General Management.

REQUIRED SKILLS

Planning and organizing	Project management
Change management	Analytical
Decision making	Problem solving
Communication	Mentoring
Presentation and facilitation	Conflict management
Coaching skills	Business Acumen

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ATTRIBUTES

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

WORK EXPERIENCE

- Minimum of 5 years demonstratable experience in Corporate Services or similar environment
- Knowledge and experience in the Automotive/Transport/ETDP/Built Environment industry is a must.
- Over 10 years' experience at Senior management level in the Private Sector Corporate Services or Public Service or similar environment

APPLICATION PROCESS

Qualifying candidates can send their comprehensive CVs, Covering Letter, Certified Copies of SA ID and Qualifications and Three (3) Contactable References to recruitment@tasez.co.za

CLOSING DATE

The closing date for applications **21 June 2024**.

Kindly note if no feedback has been received within 30 days of closing date for the above-mentioned position, the applicant may consider their application unsuccessful.

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