



Job Title:	Fixed term: Executive Manager: Corporate Services – 3 years
Organisation:	NEMISA
Department:	Office of the Chief Executive Officer
Location:	Auckland Park, Gauteng
Salary Range:	Level 15
Reference Number:	NEM-17/12/2023

MAIN PURPOSE OF JOB

Provide overall leadership, direction, coordination and control of the strategic functioning of corporate support services which includes Human Resources Management, Facilities Management and Communications and Marketing. Develop corporate services strategies and plans and oversee their implementation.

JOB OBJECTIVES

(a) Strategic and operational management

- Overall control and management of the Corporate Services Department.
- Develop a comprehensive Corporate Services Plan that enables a high-performance organisational culture.
- Develop, manage and execute the approved services strategies for each unit, including Human Resources, Marketing and Communications, and Facilities Management.
- Set comprehensive goals and objectives for the performance and growth of the business unit.
- Develop, establish and monitor the implementation of operating policies and procedures.
- Oversee all HR, Marketing and Communications and Facilities Management initiatives to ensure that their conception and implementation support the Institute's strategic objectives.
- Provide leadership and input for strategic and annual performance planning processes relating to the business unit and the organisation.
- Assess, create and implement streamlined solutions to support operational effectiveness and provide timely and accurate reporting.
- Ensure that the corporate services department's operations meet the expectations of its stakeholders, both internal and external.

(b) Policy, Compliance and Risk Management

- Oversee the development, implementation and maintenance of relevant policies, standard operating procedures, guidelines and processes, achieving compliance in line with legislation.
- Ensure that the business unit complies with all policies and practices as prescribed by the Institute.
- Oversee the provision of legal services.

- Oversee the application of principles of good governance and legislative compliance.
- Ensure compliance with all legislative requirements associated with the role of Corporate Services.
- Develop Risk Management strategy, tools and practices for the business unit to analyse and report risks in line with the overall risk strategy of NEMISA.
- Manage risks according to the Risk Management Framework
- Ensure the effective monitoring and evaluation of risk-related activities.

(c) Financial Management

- Compile the annual budget for the division through discussion with the various sub-units on financial requirements.
- Monitor financial resources and ensure compliance with management directives.
- Ensure the monitoring and controlling of expenditure of the unit is in line with the budget.
- Oversee control of the budgeting and expenditure process in line with strategic objectives and relevant legislation.
- Compile and submit accurate financial data in accordance with prescribed guidelines, standards and formats.
- Identify deviations from the budget and take remedial action.
- Manage the business unit's cash flow and expenditure.
- Motivate the acquisition of assets and resource requirements as required.

(d) Human Resources Management

- Oversee the development and maintenance of Human Resources Management policies, plans and strategies.
- Oversee and facilitate HRM strategy, organisational effectiveness and employee wellness initiatives for the organisation.
- Oversee the provision of effective HRM practices and administration services.
- Ensure integrity and confidentiality of HR systems and records.
- Oversee the development and processing of employment contracts.
- Oversee the provision of integrated Human Resources Training and Development initiatives aimed at enhancing individual and organisational performance.
- Oversee and facilitate the provision of labour relations services.
- Responsible for the management of the Institute's Performance Management System.
- Oversee the design and establishment of organizational structure and staffing to accomplish the Institute's goals.
- Oversee the administration of payroll, employee remuneration and benefits (13th cheque and employee incentives).
- Lead and coordinate negotiations and collective bargaining with organized labour (unions).
- Responsible for the coordination of employee assistance and wellness in the workplace.
- Responsible and accountable for the HR Value Proposition, e. g organisational design, manpower planning, recruitment & placement, succession and retention etc.
- Coordinate approval of the desired culture, assess and assist the organisation to achieve the desired culture.
- Organisation design and change management

(e) Facilities Management

- Oversee property services, fleet management, and physical security services.
- Oversee the provision of office maintenance and general administrative support services.
- Oversee fleet and office accommodation requirements of NEMISA.
- Source and monitor the provision of security management services and tools.
- Determine the strategic direction and work priorities (in conjunction with line management) for the continuous improvement of Health and Safety Environment systems.
- Oversee compliance with health and safety regulations at NEMISA.

- Ensure coordination and implementation of occupational health and safety programmes in the workplace.
- Oversee the implementation of energy-saving practices and management of consistent power supply.
- Implementing recycling and other environmental care practices.
- Develop and implement sound maintenance plans.
- Oversee the provision of cleaning services to NEMISA

(f) Marketing and Communication

- Develop and oversee the implementation of the approved Marketing and Communication Strategy and Plan
- Oversee the overall activities of the communication and marketing function.
- Oversee the development of branding material for the Institute.
- Oversee the development of publications for the Institute.
- Manage the internal communication of the Institute.
- Ensure coordination of participation of NEMISA in various platforms.
- Oversee the delivery of successful events.
- Oversee media liaison.

(g) People Management

- Manage internal staff and coordinate internal resources.
- Provide required training and development to employees to ensure optimal performance.
- Manage and maintain optimal utilisation of human resources or capacity within NEMISA.
- Manage subordinates by allocating work, assessing progress, and providing training and coaching where necessary.
- Determine staffing requirements and ensure the proper recruitment and selection of high-performing human capital.
- Ensure that training interventions are aligned with the Institute's and employees' needs.
- Manage the performance of subordinates and implement corrective measures where required.
- Effectively respond to employee queries.
- Provide leadership to the Corporate Services Team by keeping them informed and engaged, providing ongoing performance feedback, coaching and guidance.
- Develop and maintain a culture of high performance, professionalism and integrity to support the overall quality of service delivery.
- Engage and build inter-departmental relationships with internal stakeholders.
- Participate in internal and external stakeholder forums as directed.
- Represent and participate in NEMISA's committees and/or task teams.
- Represent the Institute at external events when required.
- Develop sound strategic relationships with relevant stakeholders (e.g. Unions) to support the business unit and Institute.

(h) Stakeholder Management

- Engage and build inter-departmental relationships with internal stakeholders.
- Participate in internal and external stakeholder forums as directed.
- Represent and participate in NEMISA's committees and/or task teams.
- Represent the Institute at external events when required.
- Develop sound strategic relationships with relevant stakeholders (e.g. Unions) to support the business unit and Institute.

(i) Reporting

- Report on the unit as required by internal and external stakeholders.
- Submit management reports to the CEO and to all stakeholders on a monthly, quarterly and annual basis or as may be required from time to time.

- Provide regular reports to the Chief Executive on the revision of targets if necessary and progress towards the achievements of targets.
- Ensure the compilation and timely submission of accurate information in accordance with prescribed standards and formats.

Education: Formal Qualifications

Education involves the acquisition of knowledge and skills through learning where subject matter is imparted systematically. Formal qualifications are obtained by studying at formal institutions e.g. universities, Technikons, colleges, etc.

Level of Education:

Masters in Public Administration or Human Resources or Marketing and related.

Job related Work Experience

Experience is obtained through opportunities for exposure and practice at work. It includes all working experience that has some bearing on the job and is not restricted to the current organisation. Supervised on-the-job training, internships and learnerships are incorporated within this category.

Minimum:

- 8-10 years of management experience in Corporate Services
- 5-7 years in senior management
- 10 -15 years of experience in the Private and Public Sector

Job related Knowledge

Job-related knowledge is typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). It includes knowledge of facts, data and information and understanding the rationale behind models, theories, and principles.

- Knowledge of contracting, negotiating, and change management
- Knowledge of leadership and management principles
- Experience in managing diverse teams
- Knowledge of Human Resource practices
- Knowledge of Marketing and Communications practices
- Financial management and budgeting processes
- Knowledge of relevant legislation including labour laws, PFMA etc.

Job related skills, competencies & personality traits required.

Job-related skills are typically gained through formal or informal training programs. (This excludes programs through which Formal Qualifications are attained. Skills refer to how to do things. They are demonstrated in the application of techniques and procedure

A. BEHAVIOURAL COMPETENCIES

- Decision-making and Problem-solving
- Conflict management
- Negotiation skills
- Working under pressure
- Prioritizing
- Quality and service focus
- Integrity
- Accountability
- Efficiency
- Professionalism
- Flexibility and adaptability
- Creativity & Innovation

B. TECHNICAL COMPETENCIES

- Leadership
- Planning and organising
- Strategic management
- Business writing skills
- Time management
- Multi-Tasking skills
- Written and verbal Communication skills

Important note:

Please email through comprehensive CV and certified copies of Qualifications/Supporting documents to: executivecorporateservices@nemisa.co.za

- If you do not hear from us within one week of the closing date, please regard your application as unsuccessful.
- Preference will be given to historically disadvantaged applicants.
- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to short listed candidates.
- NEMISA reserves the right not to make an appointment.
- Closing Date: **09 February 2024** (16:00pm).

We are committed to Employment Equity when recruiting internally and externally. It is company policy to promote from within wherever possible. Therefore, please be aware that internal candidates will be considered first before reviewing external applicants, if this supports achievement of our Employment Equity goals.