

NATIONAL ECONOMIC DEVELOPMENT AND LABOUR COUNCIL



P.O.BOX 1775, SAXONWOLD, 2132 – 14A JELICOE AVENUE, ROSEBANK 2196

TELEPHONE +27(0) 11 328 4200 FAX +27 (0) 11 447 6053/2089

Vacancy	Senior Manager: Corporate Services
Contract Type	Permanent
Salary	1 049,271.00 Total Cost to Company (inclusive of compulsory pension fund and medical aid)
Location	Johannesburg, Rosebank
Role Purpose	To ensure the following corporate services are effectively and efficiently managed at Nedlac: Human resources, IT, facilities, document management, communication and stakeholder management.

KEY PERFORMANCE AREAS:

Corporate Services planning, reporting and management

- To develop and implement relevant plans, processes, policies and procedures to ensure effective functioning of the Corporate Services Department.
- To monitor and report on status of corporate services
- To monitor compliance with legislation and industry standards, in all corporate services.
- To identify potential areas of risk and implement corrective action in respect of corporate services
- To manage four managers responsible for communication, human resources, facilities management and IT.

Human Resource

- To provide strategic direction in respect of human resource management.
- To determine and develop appropriate human resource policies, procedures and frameworks.
- To manage disciplinary processes where necessary.

Facility Management

- To oversee Health and Safety compliance and address reported unsafe situations.
- To oversee effective management and maintenance of Nedlac facilities, including the Nedlac house and vehicles.

IT Governance

- To develop, implement and monitor IT policies, procedures, standards, and practices in conformance to mandatory legislation, regulation and policy.

Communications, marketing and stakeholder management

- To develop, implement and monitor a communication and marketing strategy of Nedlac.
- To oversee the coordination of events.
- To maintain effective stakeholder relations including media liaison.

Risk Management

- Develop, implement and monitor risk management policies, procedures, standards and protocols.
- Conduct risk assessments and develop a risk mitigation plan.
- Draft and present risk reports and proposals to senior and executive management.

Financial Management

- Oversee the budget for the Corporate Services Department.

Minimum qualification and experience	<p><u>Qualifications</u> Honours degree or equivalent postgraduate qualification in Human Resources Management/Business Management/ Industrial Psychology/Business Administration or equivalent NQF 8.</p> <p><u>Experience</u> At least 10 years' experience at a management level in one or more corporate service areas i.e. human resources, communications, information technology or facilities management.</p>
Knowledge required	HR policies, and statutory requirements (EE, LRA, SDA etc), Business management and Planning principles. Corporate Governance principles applicable within South African state-owned entities Financial management prescripts within the public sector (PFMA knowledge required) Information Technology Occupational Health and Safety Communication and marketing strategies
Skills required	Computer skills (MS Office), Planning

Professional registrations	SABPP an added advantage
Language	English - Fluent (Speak, Read and Write)
Closing Date	18 September 2021
CV to be sent	recruitment@nedlac.org.za