

VACANCY

Executive Manager: Corporate Services

Location: Head Office, Pretoria (PPSA 01/07/2023)

All-inclusive salary package: R1, 371 558 – R1, 635 897 per annum

Job Purpose:

Reporting to the Chief Executive Officer, the Executive Manager: Corporate Services will be responsible for providing leadership and direction to the Corporate Services Division. The Division includes Human Resources Management, Legal Services, Knowledge and Records Management, Facilities Management, Security Management, Communications and Information and Communication Technology (ICT). He/she will be responsible for all major decisions affecting the work of the Corporate Services Division and will undertake direct management and leadership of staff reporting directly to him/ her, delegating responsibility where appropriate.

Requirements:

An Honours degree or Post Graduate Diploma at NQF level 8 as recognised by the South African Qualifications Authority (SAQA) in either the field of Human Resources, Business Administration/Management, Public Administration/Management, Social Sciences/Law or related field • MBA or MBL would be an added advantage • A minimum of 10 years management experience in performing any of the Corporate Services functions of which 5 years should be at Senior Management level • Exposure to strategic Human Resources Management and advanced knowledge of Employee Relations Management • Strong strategic planning and leadership skills • Understanding of corporate systems and relevant legislation including PFMA, LRA, BCEA, SDA, SDLA, Public Protector Act, Constitutional mandate, etc • Computer literacy and a valid driver's license is required •

Skills, Knowledge and Competencies:

Project Management Skills • Knowledge of HR management practices • Analytical thinking • Strategic Capacity and Management • Business acumen and business ethics • Negotiation • Presentation and Facilitation skills • Problem solving, conflict resolution and dispute resolution • Proactive and resilient • Networking and interpersonal skills • Strategic Human Resources Management • Advanced knowledge in Employee Relations Management •

Strong ability to:

Work under pressure; think analytically and to take appropriate decisions; communicate with people at all levels; manage and adapt to change and diversity; be impartial, objective and maintain political neutrality; be efficient; be proactive and innovative; be empathetic; mentor employees; Advice and influence decisions and policies.

Duties and Responsibilities:

Provide strategic planning, operational support, and research on administrative matters and advice management • Direct, manage, and develop the human resource capacity to ensure smooth business operations within PPSA • Provide overall strategic leadership on all human resources matters within PPSA • Conduct analysis on Human Resource Management practices and initiatives that concern the institution and advise EXCO • Oversee the development and implementation of learning and development strategies and programs • Manage the development and implementation of PPSA's digital transformation initiatives and programs • Represent the organization on internal and external matters, including negotiations, conventions, seminars, public hearings, and forums • Provide effective strategic leadership and Management to the Branch: Corporate Services; namely, Human Resources, Information Communication and Technology, Communications, Knowledge and Records Management, Legal Services, Security Management and Facilities and Logistics Management • Provide oversight to ensure that all Corporate Services Business Units provide adequate support and create an enabling environment to the PPSA • Manage Corporate Services budget, systems, processes and personnel to ensure effectiveness and efficiency • Development and implementation of a corporate services management strategy for the organization • Ensuring compliance with all relevant legislation • Coordinating transformation and organizational development programmes for the organization • Ensuring the development and efficient implementation of ICT, Communication, Knowledge Management strategies for the organization • Ensuring cost effective, best practice and sustainable HRM, ICT, Communication, Knowledge Management, Legal Services, Security Management and Facilities management capability for the organization •

Enquiries: Mr T Khunou, at tel: (012) 366 7031

Note: All appointments will be done in terms of the Public Protector Act and a 12 month probation period which may be extended to 18 months will be applicable. The successful candidates will be expected to sign the secrecy declaration form and a performance agreement within 2 months of accepting the position.

All successful candidates will have to undergo security clearance and vetting.

The Public Protector South Africa reserves the right not to fill the vacancies.

Applications must be accompanied by a covering letter with a detailed CV, 3 contactable references, recently certified (within 6 months) copies of qualifications (matric certificates, certificates of qualifications), a valid Driver's License (where required) and ID document. Applications not complying with the above will be disqualified.

Correspondences will be limited to the short-listed candidates. Should you not be contacted within 2 months, please consider your application to be unsuccessful. The Public Protector South Africa is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representivity (race, gender and disability). Preference will be given to the candidates whose appointment or promotion meets the requirements for Employment Equity representivity in the Institution.

Please direct your application, stating the relevant reference number as follows:

For the attention of **Mr T Khunou** by email to Applications@pprotect.org

Please quote the position title and reference number on the email subject line when applying.

CLOSING DATE: 28 JULY 2023



012 366 7000



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