

## Job Specification

Job Title	Corporate Services Executive
<b>Category</b>	Permanent Position
<b>Division</b>	Office of the CEO
<b>Reporting To</b>	Chief Executive Officer
<b>Job Level</b>	Paterson Grade E2
<b>Job Purpose Statement</b>	<p>The incumbent is responsible for the development and management of the following transversal services across all functional areas of Dube TradePort Corporation, in support of the entity's strategic plan and objectives:</p> <ul style="list-style-type: none"> <li>• Human Resource Planning and Strategy;</li> <li>• Corporate Support Strategy including areas of Administration (Office Management, Fleet Management, Document &amp; Information Management and Travel Management);</li> <li>• Safety, Health, Environment, Risk and Quality (SHEQ);</li> <li>• Corporate Social Investment (CSI);</li> <li>• Internal Communication; and</li> <li>• Implementation and support of the corporate B-BBEE Strategy, in the areas of responsibility.</li> </ul>
<b>Key Performance Areas</b>	<p><b>Provide Strategic Leadership to Corporate Services</b></p> <ul style="list-style-type: none"> <li>• Develop Corporate Services Division business plan.</li> <li>• Develop and manage the budget of the Corporate Services Division.</li> <li>• Develop and manage the implementation of approved Corporate Services policies and procedures.</li> <li>• Manage and develop the Corporate Services Division employees.</li> <li>• Prepare and present reports detailing the status of expenditure and availability of funds for Corporate Services.</li> <li>• Authorise expenditure for Corporate Services Division.</li> <li>• Approve contracts for appointment of consultants/ contractors/ suppliers within the Division.</li> </ul> <p><b>Human Resources Management</b></p> <ul style="list-style-type: none"> <li>• Develop and manage an HR Strategy across all functional HR areas for the entity that will ensure legal compliance and an environment that will attract, nurture, develop and retain high performing employees.</li> <li>• Review and recommend the organisational structure to the CEO.</li> <li>• Ensure that effective HR policies, procedures, processes and systems are developed, implemented and monitored.</li> <li>• Manage and lead on HR projects and initiatives aligned to the entity's strategic plan ensuring that</li> </ul>

	<p>implementation is achieved on time and in budget.</p> <ul style="list-style-type: none"> <li>◆ Develop and standardise business systems within DTPC (i.e. remuneration, performance management, asset management, and human resource management).</li> <li>◆ Chair the Employment Equity Committee.</li> </ul>
<b>Internal Communication</b>	<ul style="list-style-type: none"> <li>◆ Develop and manage effective communication mechanisms to ensure that information is effectively disseminated throughout the organisation, allows for consultation and ensures commitment of employees and managers.</li> <li>◆ Develop and implement an effective Communication and Change Management Strategy that will positively contribute to the overall effectiveness and morale of the employees.</li> </ul>
<b>SHEQ</b>	<ul style="list-style-type: none"> <li>◆ 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.</li> <li>◆ Ensure that effective SHEQ policies, procedures, processes and systems are developed, implemented and monitored.</li> <li>◆ Develop and implement a Quality Assurance Management System and obtain appropriate ISO certification.</li> </ul>
<b>Corporate Support Services</b>	<ul style="list-style-type: none"> <li>◆ Develop and manage an effective Support Services Strategy and System to ensure the organisation's requirements are met in the areas of reception services, courier and postal services, general office management and administration, fleet management, informational management, travel, stationery and corporate uniform management.</li> </ul>
<b>Manage Corporate Services Budget and Expenditure</b>	<ul style="list-style-type: none"> <li>◆ Manage the budget for the Corporate Services Division.</li> <li>◆ Prepare and present reports detailing the status of expenditure and availability of funds for Corporate Services.</li> <li>◆ Authorise expenditure for Corporate Services Division.</li> <li>◆ Approve contracts for appointment of consultants/ contractors/ suppliers within the Division.</li> </ul>
<b>Corporate Social Investments (CSI)</b>	<ul style="list-style-type: none"> <li>◆ Develop, implement and manage a CSI Strategy and Programme.</li> <li>◆ Oversee implementation of CSI projects.</li> <li>◆ Liaise with CSI Stakeholders.</li> <li>◆ Report on CSI initiatives and their impact.</li> </ul>

**Qualifications,  
Knowledge,  
Skills and  
Competencies  
Required**

**Broad Based Black Economic Empowerment**

- Implementation of the corporate B-BBEE Strategy, with regard to HR, Skills Development, Enterprise Development and Socio-Economic Development.
- Implementation of B-BBEE Strategy to ensure DTPC achieves the desired Level.

**People Management**

- Manage and motivate staff to achieve maximum performance by training, mentoring & skills development.
- Ensure all Job Descriptions, Performance Agreements and Performance Assessments for staff are compiled, completed and finalised timeously.
- Plan for and manage recruitment needs for the Corporate Services Division.
- Ensures that the working environment contributes to improving staff morale and increasing productivity.
- Provides leadership that demonstrates the values of DTPC.

- Post-graduate qualification in Human Resource Management, business or public administration, or equivalent
- An MBA or similar will be an advantage
- Knowledge of the PFMA.
- 10 - 15 years senior management experience, with at least 3 - 5 years at an executive level in HR management and corporate services.
- 3 - 5 years senior management experience in developing and implementing corporate support strategies and policies, including administration, SHEQ and enterprise information management.
- Knowledge and experience with B-BBEE processes.
- Experience in organizational design and managing organizational change will be an added advantage.
- Excellent knowledge of MS Office suite.
- 3 years exposure to financial management and financial models.
- Executive leadership attributes
- Good people management skills
- Interpersonal skills
- Conflict resolution skills
- Honesty and discipline
- Ability to value diversity in business
- Passion for people development
- Ability to network at all levels
- Inspire confidence
- Excellent verbal and written communication
- Good planning skills
- Professional excellence
- Ubuntu
- Empowerment
- Innovation and creativity
- Service excellence

**Opening Date**

16 September 2020

<b>Closing Date</b>	5 October 2020
<b>Employment Equity</b>	Preference will be given to African Female candidates and/or candidates with disabilities, as per DTPC's Employment Equity Plan.
<b>Recruitment and Selection Process</b>	<p>The process will consist of the following steps:</p> <ul style="list-style-type: none"> <li>● Shortlisting of CVs based on minimum requirements of the role;</li> <li>● 1<sup>st</sup> Round Panel Interview;</li> <li>● Psychometric Assessment/s;</li> <li>● Verification Checks; and</li> <li>● 2<sup>nd</sup> Round Panel Interview.</li> </ul>
<b>Verification Checks</b>	<p>The following verification checks will be conducted:</p> <ul style="list-style-type: none"> <li>● Criminal;</li> <li>● Credit (position of trust) and Financial dealings, if relevant to position;</li> <li>● Qualifications;</li> <li>● Reference Checks;</li> <li>● South African citizen; and</li> <li>● Positive verification of current remuneration package.</li> </ul>
<b>Remuneration and Benefits</b>	<p>R1,323,576 – R1,985,428 Annual Package on a total cost to company basis. Cellphone allowance of R2,000 per month. 25 Working days leave per annum.</p>
<b>Application Forwarding Details</b>	<p>Applications, including a detailed CV, must be forwarded to <a href="mailto:HR@dubetradeport.co.za">HR@dubetradeport.co.za</a>.</p> <p>Please ensure that the vacancy being applied for is clearly indicated on your application.</p> <p>Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 2 months after the closing date, then your application has not been successful.</p>