

**The ETDP SETA is looking for a quality-oriented, self-motivated and innovative individual to assume responsibility as:**

## **Manager: Corporate Services**

**Salary: R 1 141 506 - R 1 424 565 per annum (Total Cost to Company)**

**Fixed Term Contract of 12 months**

Closing date for applications: 07 September 2023 at 16h00

Details for the submission of the applications: [moratip@etdpseta.org.za](mailto:moratip@etdpseta.org.za)

### **Job Purpose:**

The Manager for Corporate Services will provide strategic leadership in the division and advocate for a high-performance culture by leading Human Resources, Facilities Management, and Legal and Compliance units. The successful candidate will oversee the entire corporate support services value chain, including the provision of strategic Human Resource Management, Organisational Design, Labour Relations Management, Legal Services Management and Facilities Management within ETDP SETA. He/she will be responsible for assisting and providing guidance to the accounting officer in discharging assigned responsibilities (in line with delegations) by ensuring the provision of effective and efficient management and administration of the organisational corporate support services as outlined.

### **Qualifications and Experience required**

- Matric / Grade 12 (NQF Level 4) and,
- Bachelor's Degree (NQF Level 7) in Business-related disciplines such as Business Management/ administration or Public Administration or Social Sciences.
- Honours (NQF Level 8) in the relevant field of study is required.
- A Master's Degree in the relevant field will be an added advantage (NQF Level 9).
- Eight (8) years of working experience managing corporate support services functions, which encompass Human Resources Management, Labour Relations, Legal Services and Facilities Management.
- Five (5) years should have been gained in senior management managing the functions within the corporate support services, which encompass Human Resources Management, Labour Relations, Legal Services and Facilities Management.

### **Knowledge, Skills and Personal Attributes:**

- Knowledge, understanding and experience of the Skills Development Act, Skills Development Levies Act, National Skills Development Strategy/Plan, Public Finance Management Act, National Treasury Regulations and other applicable regulations, policies and strategies.
- Knowledge of related government legislation, regulations, and all applicable legislation (e.g., POPIA, Supply Chain Management regulations).
- Knowledge and understating of all legislation governing ETDPSETA as a public entity as well as employment and labour legislations regulating human resources management.
- Awareness of the SETA landscape, good knowledge of current affairs, and relevant SETA applicable legislations and regulations
- Knowledge and understanding of relevant policies and legislations governing facilities management.
- Knowledge and understanding of the Legal and Compliance operational plans and applicable policies.
- Strategic capability and leadership; people management and empowerment.
- Understanding of risk management and audit processes.
- Programme and Project Management skills.
- Conflict management, change management and people management skills.
- Excellent oral communication, presentation, facilitation, and analytical skills.
- Lead a multidisciplinary team with analytical and problem-solving skills.
- Ability to work under pressure without supervision and long hours.
- Proficient in Microsoft Office packages and a valid certified Driver's Licence.
- Results driven.

### **Key Performance Areas:**

- Provide leadership and direct the activities of Human Resources Management, Legal and Compliance Services, organisational Development and Facilities Services Management.
- Improve productivity across the organisation and align corporate business activities with strategic and operational plans of the organisation.
- Develop divisional strategies, plans and procedures to ensure competitive intelligence.
- Ensure delivery of quality services in accordance with the Service Level Agreements and stakeholder expectations.
- Ensure organisational transformation and development.
- Optimise resources and facility management.
- Strengthen capacity and optimise organisation management functions across the organisation.
- Management of ETDPSETA labour relations/employer-employee relations.

- Develop and review policies, plans and procedures relating to HRM, Legal and Compliance, and Facilities Management for approval.
- Management of the Divisional budget in line with the ETDP-SETA budget guidelines, PFMA and Treasury Regulations.
- Ensure that all necessary reporting and accounting responsibilities of the division are carried out effectively and in accordance with the set timelines for reporting.
- Monitor and measures performance quarterly by conducting employee appraisals.
- Provide monthly, quarterly, and annual reports as and when necessary.
- Execute additional duties which may still resort within the sphere of the position scope.

### **Term of Office / Appointment Contract**

The term of office for the position is 12 months from the date of the assumption of duty and may be renewable should it be deemed necessary. The organisation is in a process to review its current organisational structure.

### **Reporting lines**

- The employee will report directly to the Chief Executive Officer and will be expected to develop strong relationships with other Business Units within the ETDP SETA.
- The employee will enter a performance contract with the ETDP SETA.
- ETDP SETA reserves the right to subject applicants to a psychometric evaluation in accordance with its policies.
- The appointment will be made in line with the ETDP SETA's Employment Equity Plan and Policy.
- The ETDP SETA promotes the employment of people with disabilities.

### **Protection of Personal Information Act**

The recommended candidate should acknowledge that they have read and accepted the Protection of Personal Information Act, Act 4 of 2013 (POPIA) disclaimer:

- Consent for the ETDP SETA to process personal information as part of the recruitment process.
- The ETDP SETA shall take all reasonable measures to protect the personal information of applicants, and for the purpose of this disclaimer, "personal information" shall be defined as detailed in the POPIA.

### **Required and compulsory documents for applications**

- A detailed and recent Curriculum Vitae with previous employment References
- Certified copies of all qualifications and certificates
- Certified copies of relevant Professional Membership certificates
- Certified and a clear copy of the Identity Document
- Certified and a clear copy of a valid Driver's licence
- Any affidavit for any form of Declaration as per the Code of Good Ethics and Conduct

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Email applications to:

Ms Morati Phetlu

[moratip@etdpseta.org.za](mailto:moratip@etdpseta.org.za)

No late applications will be entertained.