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DATE ADVERTISED: 17 APRIL 2019



## VACANCY

### **EXECUTIVE MANAGER: CORPORATE SERVICES GRADE 21: R1 131 484 – 1 382 924 (Total Cost To Company)**

Reporting to the Chief Executive Officer, the Executive will be responsible for management of Human Resources, IT, Records and Document Management and Quality Assurance. This position hosts the Board HR & REMCO Committee.

#### **KEY DUTIES AND RESPONSIBILITIES**

##### **Key Performance Areas will encompass:**

- ❖ Providing strategic direction to ECDC's Human Capital, Organisational Development and Change Management, Information & Communication Technology, Quality Assurance and ensuring that ECDC is ISO accredited and compliance to Records and Document Management function.
- ❖ Ensuring alignment of Corporate Services strategy and annual plan to ECDC's strategy;
- ❖ Promote good governance and build a culture of compliance and commitment to the prevailing regulatory requirements, thus, PFMA, LRA, SDA, OSHA, King Code, ECDC Act 2 of 1997 to mention a few;
- ❖ Provide reports to relevant authorities.

#### **REQUIREMENTS**

- ❖ An appropriate Post Graduate qualification.
- ❖ Masters will be added advantage.
- ❖ 6-8 years' experience at Executive Management level.
- ❖ Advanced knowledge and experience in Corporate services, relevant regulations and practices (financial, HR regulatory frameworks, policy development, implementation, monitoring and evaluation).
- ❖ In depth knowledge and understanding of corporate challenges in South Africa.
- ❖ Knowledge and/or application of strategic and business planning methodology.
  - Additionally, the successful candidate must possess the following competences.
  - Programme management skills.
  - Good interpersonal skills.
  - Willingness to travel and work long and irregular hours.
  - Ability to function under pressure.
  - Computer skills.

This is a (5) five years fixed term appointment and the successful candidate will be subjected to signing a performance contract. Shortlisted candidates will be required to attend interviews as well as other assessments. If you have not been contacted within 8 weeks after the closing date of the advertisement, please regard your application as unsuccessful.

**In making these appointments, ECDC reserves the right to apply the principles enshrined in the Employment Equity Act, its policies and plans.**

Please send your detailed CV to  
Talent Consultant  
Tel: 043 7045783  
Fax: 0866829817  
**Email: [humanresources@ecdc.co.za](mailto:humanresources@ecdc.co.za)**  
**Closing date: 29 April 2019**

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