



## **EXECUTIVE MANAGER: CORPORATE SERVICES**

An all-inclusive non-negotiable remuneration package of R1 251 183 per annum at salary level 14. The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.

### **MINIMUM REQUIREMENTS**

An innovative and committed person with a Bachelor's degree in Management and related Sciences, Public or General Management is required. A relevant postgraduate qualification will be an added advantage. At least a minimum of five (5) years senior management experience, in a Constitutional, Regulatory, Public or Private Sector institution. Extensive experience in strategy development and implementation, risk management and stakeholder management.

### **JOB PURPOSE**

Reporting to the Chief Executive Officer, the Executive Manager: Corporate Services lead and manage the Corporate Services division to ensure the provision of efficient and effective services to the MDB in accordance with legislative and statutory requirements. Leading and overseeing the corporate services in provisioning of services on Human Resources, Administration, Communication and Stakeholder Management, Corporate Planning, ICT and Legal.

Chairperson: Mr Thabo Moses Manyoni • Deputy Chairperson: Ms Mbali Pearl Myeni  
Members: Mr MP Motlogelwa • Dr D Mohale • Mr A Kekesi • Ms N Baliso  
Ms G Apelgrein-Narkedien • Mr T Dubazana • Ms M Mooki • Ms MJJ Thupana

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## **KEY RESPONSIBILITIES**

To participate as a member of the MDB executive management team and fulfil the necessary requirements thereof. Ensuring that all Human Resources, Administration, Legal, ICT, Communications and Stakeholder Management and Corporate Planning policies and business processes contribute to MDB's strategic goals The Key Results Areas will include (but not limited to) the following:

### **Human Resources**

- Drive the development and implementation the HRM strategies aligned to the Board's mandate. Oversee and facilitate Human Resource strategy, organisational effectiveness and wellness initiatives for the organisation.
- Regularly review the MDB's talent management processes within the programmes, including performance/potential management, resource planning and succession planning with the Senior Managers.
- Where necessary, work in partnership on projects to aid continuous improvement and implement improvement programmes (e.g. changes to working practices, organisation changes and business "excellence" or lean programmes).
- Drive the provision of integrated Human resource development initiatives aimed at enhancing individual and organisational performance.
- Oversee and facilitate the provision of labour relations services.

### **Administration**

- Provide technical support to the organisation in driving transformation and change management initiatives within the MDB.
- Facilitate, develop and monitor implementation of organisational policies, procedures and plans.

- Determine and develop strategic intervention mechanisms to mitigate problems/challenges, related to efficient, effective implementation of uniform procedures and policies.
- Ensure the efficient management of MDB facilities in relation to security, cleaning, maintenance and all related services.
- Oversee the provision of office support and maintenance services.
- Oversee fleet, travel and accommodation requirements of the organisation.
- Develop and maintain the business continuity plan

### **Legal Services**

- Drive the provision of compliance services and contracts management to the organisation.
- To oversee and ensure effective application of contract a management principles
- Drive the provision of sound legal advice and litigation support to the organisation.

### **Communication and stakeholder management**

- Develop sound strategic relationships with relevant stakeholders to serve the interest of MDB.
- Establish, maintain and review strategic relationships with stakeholders and represent the MDB in various structures.
- Ensure the enhancement of public participation, education and awareness programmes
- Ensure effective internal and external communication management
- Lead and oversee brand positioning and marketing

### **Information and Communication Technology**

- Lead and oversee all ICT related activities and resources by identifying the organisations ICT needs.

- Coordinating and managing all ICT services related projects in support of the organisations strategic objectives.

### **Corporate planning**

- Lead, develop and implement MDB's strategic plans in accordance with the institutions' mission and vision statements.
- Oversee the development and review of strategic plans and Annual Performance Plans.
- Monitor the performance of the organization in relation to the Annual Performance plan and operational plans.
- Oversee the development of the annual report.

### **Manage all the resources in the division**

- Oversee the development and management of staff within the division.
- Implement and maintain a relevant management approach to support effective business results within the division.
- Develop and sustain a culture of high performance, professionalism and integrity to support overall quality performance.
- Oversee control of budgeting and expenditure process in-line with strategic objectives and relevant legislation within the division.
- Ensure the effective utilization of all resources within the division.

### **Core Management Competences:**

- Strategic Capacity and Management
- Programme and Project Management
- Financial Management
- Change Management

- Problem solving and Analysis
- People Management and Empowerment
- Client Orientation and customer focus
- Communication
- Honesty and integrity

**Note:** Short-listed candidates will be required to be available for an interview and assessment on a date and at a time and venue that will suit the MDB. Candidates must be willing to undergo a competency-based assessment, as well as security vetting.

Interested persons are invited to submit their detailed CV's accompanied by certified copies of their qualifications to:

Human Resources and Administration

Private Bag X123

Centurion, 0046

**Pretoria**

Or email: [recruitment@demarcation.org.za](mailto:recruitment@demarcation.org.za)

Closing Date: 25 June 2021, Close of Business

The successful candidate(s) will be required to undergo a Competency Assessment that will calculate at least 30% of the total scoring of the interview.

The Municipal Demarcation Board is guided by the principle of the Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment

Equity target of the Division. Preference will be given to females and People with disability.

If you have not heard from the MDB within two months of the closing date, please accept that your application had been unsuccessful.

The Board reserves the right not to make an appointment.