



**ADVERTISEMENT
EXECUTIVE MANAGER: CORPORATE SERVICES
COST TO COMPANY SALARY PACKAGE - PATTERSON BAND E1
REF: Agri004**

DESIGNATION	Executive Manager: Corporate Services
Reporting to	Chief Executive Officer
Subordinates	<ul style="list-style-type: none"> - Manager: Human Resources - Chief Information Officer - Head: Marketing and Communications - Assistant Manager Facilities - Human Resources Business Partners - Hygiene Officers - Driver - Security Officer
Division	Office of the CEO
Business Unit	Corporate Services
Office Location	Head Office, Pretoria

JOB PURPOSE	Oversee, direct and provide strategic leadership, advisory and support services to the entity through development and implementation of strategic initiatives that supports delivery of quality Corporate Services. The position is responsible for managing the outcomes of the following Programmes i.e Human Resource Management, Marketing and Communication, Information Technology and Facilities.
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KEY PERFORMANCE AREA	FUNCTIONAL OUTPUTS / ACTIONS
	<ul style="list-style-type: none"> • Strategic Leadership - Operational Management • Governance: <ul style="list-style-type: none"> - Quality Assurance and Management - Records Management Systems and Administration • Financial Management • Stakeholder Management • People Management

<p>STRATEGIC LEADERSHIP- HUMAN RESOURCE MANAGEMENT</p>	<ul style="list-style-type: none"> • Provide Strategic Leadership of the Human Resources Unit, the Implementation of Policies, Plans and People Management Processes. • Manage and oversee the Human Resource Management and development services of the AgriSETA; including Recruitment, Selection and Appointment; Labour Relations; Performance Management and Development; Employee Wellness and Organisational Development. • Facilitate Human Capital Development; including submission of Work Skills Plan (WSPs) and Annual Training Plan (ATRs) to the relevant SETA and ensure implementation against the Annual Training Plan. • Provide Strategic Support and direction on the achievement of National Skills Development Plan (NSDP) 2030 targets set out in the Service Level Agreement (SLA) entered with DHEST.
<p>STRATEGIC SUPPORT LEADERSHIP – OTHER CORPORATE SERVICES FUNCTIONS</p>	<ul style="list-style-type: none"> • Provide overall leadership to the Corporate Services Programmes and manage the Performance in line with AgriSETA Goals, Objectives, Policies and Regulations. • Oversee effective management of the Corporate Services Strategy. • Develop and Formulate overall Corporate Services Strategic Plan, Annual Performance Plan, Operational Plan which comprises of the following Portfolio's: Human Resources / Capital; Information Technology Communications – ICT and Marketing and Communications; and monitor its implementation in line with the Strategic Objectives of the organisation. • Report periodically, monthly, quarterly and annually on the performance of the programmes on budgets vs. actual targets. • Lead the planning, development and Implementation of the organisation's Marketing, Communications, and Stakeholder relations strategies, both internally and externally. • Ensure continued development and implementation of a long-term ICT Strategy that supports AgriSETA's strategic objectives. • Manage and direct the cost effective, best practice and sustainable ICT capability for internal and external stakeholders. • Oversee Administration, Facilities Management and liaise with key stakeholders in managing key infrastructure projects.

	<ul style="list-style-type: none"> • Recommend priorities and general strategies for Facilities Management and provide planning and oversight of Capital Improvement Projects. • Management of the Corporate Services Risks with focus on the specific risks employees and systems pose to the business. • Managing and monitoring Corporate Services Projects implementation and compliance thereof. • Ensure effective internal controls and compliance with audit requirements.
GOVERNANCE	<ul style="list-style-type: none"> • Promoting good governance and building a culture of compliance and commitment to the prevailing legislative requirements within the sector and AgriSETA. • Quality Assurance & Management: Ensures quality reporting and preparation of high quality standards, reports and documents which complies to relevant legislative requirements for presentation to Board and its Committees .e.g Finance and Remuneration Committee (FinRemCo) and Executive Committee (EXCO).
FINANCIAL MANAGEMENT	<ul style="list-style-type: none"> • Budget and expenditure management. • Develop and manage the budget of the Department (Sub-Units) in line with PFMA requirements and National Treasury Regulations. • Ensure compliance with Section 51 of the PFMA to prevent fruitless, wasteful and irregular expenditure.
STAKEHOLDER MANAGEMENT	<ul style="list-style-type: none"> • Build, foster and strengthen relationships between the Accounting Authority, Governance Committees, Sub-Committees, Management, Department of Higher Education Science and Technology (DHEST), National Treasury (NT) Auditor General South Africa (AGSA) and other relevant and key AgriSETA stakeholders. • Represent the SETA at strategic forums and maintain constant communication with all interested parties within and outside the sector.
PEOPLE MANAGEMENT	<ul style="list-style-type: none"> • Effectively lead the Corporate Services Department by maintaining a motivated team to deliver Organisational Strategy and Objectives. • Promote a culture and practice that reflect AgriSETA values and encourages good performance. • Determines Human Resource requirements taking into consideration operational needs, skills scarcity and retention capabilities.

	<ul style="list-style-type: none"> • Manages Employees and administer the Performance Management System of the organisation. • Develop and lead a Transformation Programme of AgriSETA aligned with the objective of the Employment Equity (EE) Act. • Participate in the recruitment and selection of individuals according to job requirements, EE targets and guidelines.
<p>MINIMUM QUALIFICATION & EXPERIENCE</p>	<ul style="list-style-type: none"> • A Postgraduate Degree (NQF9) qualification in Business Administration / Human Resources Management or Equivalent Qualification. • Minimum of 7 – 10 years’ experience in a Public Service Sector or SETA Environment. • Minimum of 5 years of Senior Management experience in the Public Service or SOEs or Public Entities. • Proven experience in Strategic Planning and Policy development in the Public Sector. • Proven working experience in implementing Policies and Procedures in Administration, Financial Management and Project Management. • Proven experience in monitoring, adherence to Legislations, Regulations and Standards. Knowledge of all relevant Legislation including the Constitution of South Africa • Sound working knowledge of the Corporate Governance Framework.
<p>KNOWLEDGE, SKILLS AND ATTRIBUTES</p>	<ul style="list-style-type: none"> - Strategic Leadership and Management - Programme and Project Management - Stakeholder Management Principles - Financial Management - People Management and Empowerment - Change Management - Business Acumen and Ethics - Excellent negotiation, innovative, analytical and organising skills, facilitation and presentation skills and in-depth knowledge of all relevant statutory legislations - Extremely organised, detailed, oriented and efficient, problem solving and decision making, and deadline driven.

Please forward your updated CV with a covering letter (excluding certificates) to the following address:

EMCorporateServices@agriseta.co.za

Closing date: 15 October 2021

Enquiries: Baepi@agriseta.co.za

Note: Communication will be restricted to the shortlisted candidates only. Should you not hear from us in 4 weeks after closing date of this advertisement, consider your application unsuccessful.

This advertisement has minimum requirements listed. Management reserves the right to use additional relevant information as criteria for short-listing. Agriseta is an equal opportunity employer and preference will be afforded to candidates in terms of Employment Equity Plan.



Disabled candidates are encouraged to apply and an indication in this regards will be appreciated.