

RE-ADVERTISEMENT

EXECUTIVE MANAGER: CORPORATE SERVICES DIVISION (5-YEARS FIXED TERM CONTRACT)

Job Grade: E1

PURPOSE OF THE JOB

To provide strategic leadership and direction for the support functions within TASEZ, ensuring operational efficiency and effectiveness to support the overall TASEZ strategic objectives. This includes overseeing the human resources, legal services, information technology, facilities management, safety, health, environment and quality (SHEQ) and marketing and communications.

KEY RESPONSIBILITIES

People Management

- Responsible for people management within the Division.
- Accountable for the performance management of the Division.
- Management of employee benefits for the Division
- Oversee all the aspects of labour relations within the Division, including disciplinary process
- Determine staffing requirements for the Division

Strategic Leadership, Planning, and Management

- Provide strategic leadership and management in the Corporate Services Division
- Ensure operational excellence in Human Resources, Communication & Marketing, Facilities and Information Technology
- Responsible for the development and implementation of applicable Strategies/Plans that supports TASEZ Strategy, e.g. HRM&D Strategy, ICT Master Plan, etc.
- Responsible for the management of individual Performance Management System.
- Oversee the design and establishment of organisational structure and staffing to accomplish organizational goals.
- Provide technical support to the organization in driving transformation and change management initiatives.
- Providing leadership and guidance to the Corporate Services team including effective delegation of work, monitoring of workload, priority management to ensure all activities and service levels are maintained
- Develop sound strategic relationships with relevant stakeholders to serve the interest of the organization
- Responsible and accountable for the development and implementation of employment equity plan and reporting.
- Oversee and advice management, employees on labour relations matters and processes.

- Provide related expert advisory and consultative support services to employees at all levels of the organization, including executive, management, and general staff

Integrated Risk Management

- Develop, manage, and monitor the integrated risk management (IRM) framework to align it to best practice (policy methodologies, risk rating tables, procedures, terms of reference and templates).
- Develop the IRM plan to implement the IRM strategy annually and monitor and report on the status of implementation of the IRM plan to confirm implementation of the framework.
- Develop and implement the risk appetite and tolerance framework annually.
- Maintain, monitor, and review the strategic risk register and emerging risks through facilitation of risk assessments and reviews.
- Provide guidance/ expertise on risk methodologies at an operational level to ensure alignment to the IRM framework.
- Provide assurance that the organizational, divisional, and emerging risks have been identified, and are being managed within the organization's risk appetite and tolerance framework.
- Disclose to the Board any risks that are outside the organization's risk tolerance for specific sign-off.
- Establish divisional Business Continuity Plans.

Governance, Accountability, and reporting

- Direct and ensure compliance by all with the applicable legislation and TASEZ policies.
- Oversee the application of principles of good governance and compliance.
- Ensuring that the organization applies all recommended human resources best practices.
- Responsible for the compilation of divisional monthly, quarterly and annual reports.
- Responsible for the management and implementation of the Corporate Services budget.
- Monitoring and addressing non-compliance with policies and procedures.
- Responsible for submission of reports to the Board and its Committees

COMPETENCIES/KNOWLEDGE

- A successful candidate must have a good understanding of EEA, BCEA, PFMA, OHSA, NEMA, POPI, PAIA, LRA, Treasury Regulations, B-BBEE, PPPFA, NIA
- Knowledge of leadership and management principles

- Knowledge of computerized HR and ICT systems.
- Knowledge of contracting, negotiating, and change management
- Knowledge of changes and/or developments in governmental accounting laws, and company policies and procedures.
- Knowledge of project management
- Experience of producing Board reports.
- Experience of managing diverse teams.

QUALIFICATIONS

- Post graduate degree in Human Resources/ Public or Business Administration/ Marketing / General management
- A master's degree in management or any of the above.

REQUIRED SKILLS

Planning and organizing	Project management
Change management	Analytical
Decision making	Problem solving
Communication	Mentoring
Presentation and facilitation	Conflict management
Coaching skills	Business Acumen

ATTRIBUTES

- Business acumen
- Ability to work in a team environment.
- Honesty
- Flexibility
- Strong work ethic
- Determination
- Persistence & Determination

WORK EXPERIENCE

- Minimum 10 years' experience in corporate services of which at least 5 years must have been at senior management level. in the Private Sector Corporate Services or Public Service or similar environment
- Sound practical experience in corporate governance.
- Experience in strategic planning and execution

APPLICATION PROCESS

Qualifying candidates can send their comprehensive CVs, Covering Letter, Certified Copies of SA ID and Qualifications and Three (3) Contactable References to recruitment@tasez.co.za

CLOSING DATE

The closing date for applications **22 May 2026**.

Kindly note if no feedback has been received within 30 days of closing date for the above-mentioned position, the applicant may consider their application unsuccessful.

People with disabilities are encouraged to apply