

## **EXECUTIVE MANAGER: ZONE OPERATIONS (5-YEAR FIXED TERM CONTRACT)**

### **RE-ADVERTISEMENT**

#### **JOB GRADE: E1**

#### **PURPOSE OF THE ROLE**

The Executive Manager: Zone Operations is responsible for providing strategic leadership and operational management of the Tshwane Automotive Special Economic Zone (TASEZ), including infrastructure, facilities, security, tenant services, and customs-controlled area (CCA) operations.

The role ensures that the Zone operates efficiently, safely, and in full compliance with SEZ legislation and Customs regulations, while supporting TASEZ's strategic objectives of attracting investment, driving industrial growth, creating employment, supporting SMMEs, and advancing socio-economic development.

The incumbent will establish and oversee a comprehensive strategic framework for aftercare services, including operational support and customs compliance, to enhance the experience of both existing tenants and prospective investors.

#### **KEY RESPONSIBILITIES**

##### **1. Strategic Leadership of Zone Operations**

- Develop and implement the Zone Operations strategy aligned with the TASEZ corporate strategy.
- Provide strategic leadership and direction across all operational functions.
- Ensure operational readiness of the SEZ and CCA for investor and tenant onboarding.
- Lead operational planning, budgeting, and performance management.

##### **2. Zone Infrastructure and Facilities Management**

- Oversee management and maintenance of all Zone infrastructure (roads, utilities, buildings, and common areas).
- Ensure infrastructure reliability and operational continuity within the SEZ and CCA.

- Implement preventive and corrective maintenance programmes.
- Coordinate infrastructure planning with the Infrastructure Development division.

### **3. Customs Controlled Area (CCA) Management**

- Ensure compliance with the Customs and Excise Act, CCA protocols, and SEZ legislative requirements.
- Oversee access control, surveillance, and security systems within the CCA.
- Manage relationships with SARS Customs and associated regulatory bodies.
- Implement and audit CCA procedures to ensure efficient and compliant operations.

### **4. Tenant and Investor Services Management**

- Oversee delivery of efficient operational and support services to tenants and investors.
- Facilitate seamless onboarding and operational support, including customs compliance guidance.
- Establish and monitor service level agreements (SLAs).
- Assess and monitor tenant satisfaction levels.

### **5. Security and Risk Management**

- Lead implementation of comprehensive security strategies across the SEZ and CCA.
- Ensure effective access control, surveillance, and incident response systems.
- Manage operational risks related to infrastructure, utilities, safety, and compliance.
- Coordinate with law enforcement agencies and regulatory authorities.

### **6. Safety, Health, Environment and Quality (SHEQ) Compliance**

- Ensure compliance with all SHEQ and regulatory requirements.
- Implement SHEQ management systems and procedures.
- Monitor environmental compliance and sustainability initiatives.
- Promote safe operational practices across the Zone.

### **7. Operational Financial Management**

- Develop and manage the Zone Operations budget.
- Monitor operational expenditure and ensure cost efficiency.

- Oversee tenant billing for utilities, operational services, and CCA-related charges.
- Ensure financial accountability and efficient resource utilisation.

## 8. Community Integration and SMME Participation

- Promote participation of local SMMEs in operational service delivery.
- Support enterprise and supplier development initiatives aligned to the TASEZ social compact.
- Facilitate local employment and skills development opportunities.
- Collaborate with Skills Development and Enterprise Development functions.

## 9. Stakeholder Coordination and Partnerships

- Engage government departments, municipalities, SARS Customs, and regulatory bodies.
- Build strong relationships with tenants, investors, and community stakeholders.
- Strengthen partnerships supporting industrial development and economic growth.

## 10. Operational Governance and Compliance

- Ensure compliance with the SEZ Act, PFMA, Customs and Excise Act, and relevant governance frameworks.
- Monitor operational risks and implement mitigation strategies.
- Provide reports to the CEO, Board, and relevant committees.
- Support audit, governance, and compliance processes.

## 11. People Management and Capability Development

- Lead and manage the Zone Operations team effectively.
- Drive performance management, accountability, and ethical conduct.
- Develop staff capabilities and ensure succession planning.
- Foster a culture of excellence and continuous improvement.

## MINIMUM QUALIFICATIONS AND EXPERIENCE

### Qualifications

- **Essential:** Bachelor's Degree (NQF 7) in Facilities/Warehouse Management, Operations Management, or related field

- **Must have:** Postgraduate qualification (NQF 8/9) in Operations Management, Facilities/Warehouse Management, or related field.
- **Advantageous:** Certification in Warehouse management, Property management, Customs Compliance /International Trade /CCA Management / SEZ Operations will be a strong advantage.

## Experience

- Minimum 10 years' experience in infrastructure operations management, industrial zone operations, or facilities management.
- At least 5 years at senior or executive management level.
- Proven experience in SEZs, industrial parks, or large-scale infrastructure operations environments.
- Experience managing or interacting with Customs Controlled Areas (CCA) or similar regulatory environments will be an added advantage

## COMPETENCIES AND KNOWLEDGE

### Technical Competencies

- SEZ regulatory frameworks and operations
- Customs compliance and bonded warehouses management
- Infrastructure and facilities lifecycle management
- Maintenance planning and utilities coordination
- SHEQ systems and environmental compliance
- Security and operational risk management
- Financial management and cost control
- Contract and service provider management

### Skills

- Strategic leadership and decision-making
- Stakeholder engagement and negotiation
- Project and contract management
- Analytical and problem-solving skills
- Financial and business acumen
- Communication and presentation skills
- Relationship building and partnership development

## Attributes

- Integrity and ethical leadership
- Resilience and determination
- Strong work ethic and accountability
- Ability to work collaboratively across diverse stakeholders
- Flexibility and adaptability

## APPLICATION PROCESS

Qualifying candidates must submit:

1. Comprehensive CV
2. Covering Letter
3. Certified Copies of SA ID and Qualifications
4. Three (3) Contactable References

**Email:** [recruitment@tasez.co.za](mailto:recruitment@tasez.co.za)

## CLOSING DATE: 21 May 2026

If no feedback is received within 30 days of the closing date, applicants may consider their application unsuccessful.

---

**People with disabilities are encouraged to apply**