



**The Universal Service and Access Agency of South Africa (USAASA) is established in terms of the Electronic Communications Act 36 of 2005. USAASA is an equal employment employer, supportive of the objectives of the Employment Equity Act, and encourages suitably qualified individuals from all groups including special designated groups to apply for the following positions:**

**Executive Manager: Corporate Services**  
**Salary: R1 251 183.00 per annum**  
**(1-Year Contract)**

### **Key Purpose:**

Executive Manager: Corporate Services incumbent will be responsible for assisting in the shaping of strategic organisational thinking which inspires a sense of purpose and direction, developing a strategic management focus and recognising opportunities that will enhance the Agency's capacity for providing quality services. The incumbent will also be responsible for managing corporate strategy and policy development by identifying issues that affect the business. The incumbent will further be responsible for leading and managing the **Human Resources, Legal Services, IT and Facilities Services.**

### **Key Outputs**

Providing strategic leadership while ensuring attention to detail in all the operations of the departments • researching, drafting and implementing appropriate strategy and policy in relation to Human Resources, remuneration, corporate governance, performance culture etc. • Serving on the organization's top management thereby adding value to corporate strategy formulation and implementation • Maintaining close liaison with relevant stakeholders thus ensuring seamless operation • Communicate with internal and external stakeholders • Providing direction in terms of the departmental needs to support the overall strategy of the organization • Ensuring oversight on the development and implementation of human resources related policies and systems • Ensuring compliance with all relevant legislation • Supporting the negotiation drafting and vetting of projects' agreements with relevant stakeholders • Coordinating transformation and organizational development programmes for the organization, develop and ensure the implementation of the organisational development, Risk Management and best value strategies designed to enhance organisational effectiveness • Develop and implement sound effective organisation wellness, opportunities for personal development and growth, management of employee relations matters, quality induction and training, diversity management and the development of productive work culture based on a continuous improvement model • Ensuring that compliance and risk management systems implementation within the department/organization is executed • Optimizing excellence within the department and at organizational level • Oversee the performance of the departments including establishment of key performance indicators and work plans designed to achieve the prime objectives and responsibilities of the Corporate Services function • Develop and maintain best value targets and objectives and promote the benefits of best practice principles to improve organisational performance and business outcomes • Develop and ensure the implementation of the Agency's IT strategy and Business Continuity Plan

## **Minimum Requirements**

### **Qualifications/Knowledge** (including most relevant field of study)

- Relevant Bachelor's Degree in Humanities Preferably Human resources, Law or Business Management and/or Postgraduate/ Bachelor's Degree in Human Resources and Organisational Development
- 5 to 10 years' relevant experience of which in executive level, Extensive experience in corporate services and knowledge of BCEA, LRA, EEA and government social objectives are required.
- The incumbent must have the experience in preparing and implementing organisational support policies, procedures and processes.

### **Competencies:**

- Human Resources Planning, communication, problem solving, leadership and interpersonal skills, Continuous improvement, Assertive and persuasive with initiative, Knowledge of corporate governance principles, Knowledge of related legislation, regulations and policies,
- Monitoring and evaluation skills, ability to plan, set and achieve goals and key responsibilities, ability to lead, guide and manage people including the implementation of cultural change and change management opportunities,
- Ability to support and manage a continuous improvement model for achieving outcomes, required to assess and develop professional and innovative corporate services management processes and policies,
- Ability to prepare and manage the implementation of business and operational plans

### **Applications:**

Application letters accompanied by a comprehensive curriculum vita, certified copies of qualifications and identity document, should be forwarded for the attention of Ms. Thilly Maluleka to [recruitment@usaasa.org.za](mailto:recruitment@usaasa.org.za) or hand delivered to Building 1, Thornhill Office Park, 94 Bekker Street, Vorna Valley, Midrand, 1685.

**Closing Date:** 20 September 2019

Note: Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, kindly regard your application as unsuccessful.

**Enquiries:** Tshepiso Motlhabi (Recruitment & Selection), Tel. (011 564 1655)

