



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:

Applications are invited from capable and skilled individuals to take up the below mentioned vacant positions at USAASA. For a comprehensive overview of each role, please refer to the full advertisement available on the USAASA website.

**Executive Manager: Corporate Services
(Corporate Services Division)
Salary: R1 371 558 - R1 635 897 per annum
(3 – Year) Fixed Term Contract
(Ref: 2024/04)**

1. 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 services strategy and policy development by identifying issues that affect the business. The incumbent will further be responsible for leading and managing the Human Resource Management, Legal Services, Information Management Technology and Facilities Management Services Departments.

2. KEY OUTPUTS

- Researching, drafting, and implementing appropriate strategies and policies related to Human resource management, corporate governance, and organisational culture.
- Serving on the organisation's top management team to contribute value to corporate strategy formulation and implementation.
- Maintaining close liaison with relevant stakeholders to ensure seamless operations.
- Communicating with internal and external stakeholders.
- Providing direction for departmental needs to support the overall organisational strategy.
- Ensuring oversight of the development and implementation of human resources-related policies and systems.
- Ensuring compliance with all relevant legislation.

- Supporting the negotiation, drafting, and vetting of project agreements with relevant stakeholders.
- Coordinating transformation and organisational development programs, including the development and implementation of organisational development, remuneration practices, risk management, and best value strategies designed to enhance organisational effectiveness.
- Developing and implementing effective organisation wellness, personal development, growth opportunities, management of employee relations matters, quality induction and training, diversity management, and the development of a productive work culture based on a continuous improvement model.
- Ensuring that compliance and risk management systems are implemented within the department/organisation.
- Optimising excellence within the department and at the organisational level.
- Overseeing the performance of the departments, including the establishment of key performance indicators and work plans designed to achieve the prime objectives and responsibilities of the Corporate Services function.
- Developing and maintaining value targets and objectives and promoting the benefits of best practice principles to improve organisational performance and business outcomes.
- Developing and ensuring the implementation of the Agency's Information Technology strategy and Business Continuity Plan.

3. MINIMUM REQUIREMENTS

3.1 Qualifications/Knowledge (including most relevant field of study)

- A Bachelor's degree in Humanities, preferably in: Human Resource Management, Public Administration, Business Management.
- A post graduate qualification in human resource management will be an added advantage.
- 5 to 10 years senior or executive management experience is essential.
- 5 years Public Sector and/or Private experience
- 5 years of experience in senior management within human resources management is essential, along with a strong understanding of BCEA, LRA, EEA, and other HR related legislative prescripts or guidelines.

4. Competencies:

- Skills in Human Resources Planning, communication, problem-solving, leadership, and interpersonal relationships.
- Demonstrates continuous improvement, assertiveness, and initiative.
- Possesses knowledge of corporate governance principles, related legislation, regulations, and policies.
- Monitoring and evaluation skills, with the ability to plan, set, and achieve goals and key responsibilities.
- Demonstrates leadership capabilities, guiding and managing 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:

- Applications, a comprehensive curriculum vitae, and copies of qualifications and the identity document, should be forwarded for the attention of Ms S. Scheepers.
- Please send your application to recruitment@usaasa.org.za.
- People living with disabilities are encouraged to apply for the vacant positions and are required to indicate their disability in the CV.
- **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.
- Shortlisted candidates will be required to undergo vetting and security clearance. They will also be required to undergo background checks.
- Competency and psychometric assessments are mandatory, and shortlisted candidates will need to undergo these assessments.

Enquiries: Ms Sharonne Scheepers (Recruitment & Selection) Tel. (011 564 1600)

Closing Date: 16 February 2024