



Gauteng Partnership Fund Internal and External Vacancy Advertisement

Title of the Job:	Executive – Corporate Services (5-year contract)
Grade / Level	E (Paterson)
Location:	Sandton
Salary:	Market related
Closing Date:	24 July 2020

Overall Responsibility: To provide strategic leadership and expert advice on the effective and efficient management of GPF corporate services with respect to Human Capital Management, Facilities Management, Marketing, Communications & Stakeholder Management, Legal, Compliance and Risk Management.

Key Performance Areas:

- Drive the establishment and maintenance of organisational structures, systems and processes to provide sound management strategies in Human Capital; Legal, Compliance and Risk; Corporate Facilities; Marketing, Communications and Stakeholder Management, in line with the current and future GPF's strategic goals and objectives.
- Lead and oversee the development and implementation of sound support strategies and systems in respect of human capital utilization and development support; Marketing, Communications and Stakeholder Management; Legal, Compliance and Risk Management; and Corporate Facilities Management;
- Oversee the development and implementation of Corporate Services Policies and Standard Operating Procedures and requisite operating tools;
- Lead the Corporate Services Portfolio towards the development and establishment of a high-performance organisation
- Ensure sound ethics, good governance and compliance within the Corporate Services function
- Manage and minimise the GPF's financial and risk exposure by maintaining an effective system of internal controls in liaison with the relevant assurance providers
- Ensure accurate reporting in accordance with PFMA and other relevant legislative and regulatory requirements and standards
- Provide EXCO with advice and support on all compliance implications in relation to Corporate Services
- Provide comprehensive reporting to the Board and Sub-Committee's on all Corporate Services functional matters
- Contribute to the development of GPF strategic and business plan
- Develop and manage annual budgets for the business unit

Qualification & Experience: Post-Graduate degree in Business or Public Administration/Commerce/HR/Legal/Humanities. An MBA will be an added advantage • Minimum 8 years' experience at Executive level in business or the public sector • A solid track record in leading and managing significant change in a complex organization

Competencies: Strong strategic management and commercial acumen • Extensive understanding and experience in strategic human capital deployment, and governance related matters • Strong in managing complex stakeholder and media relationships • Knowledge of relevant legislation and regulations • Expertise in strategic and business planning, budget management, project management, general management • Strong and decisive leadership, people management skills and experience in change management • Policy development • Excellent communication skills • Ability to be proactive and innovative.

GPF is an equal opportunity, affirmative action employer. Preference will be given to candidates whose appointment will enhance representation in accordance with the approved employment equity plan.

Correspondence will be limited to shortlisted candidates only. If you do not hear from us within two months of the closing date, please regard your application as unsuccessful. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by GPF. GPF reserves the right not to fill an advertised position. Background verification, including criminal record and citizenship checks, as well as a competency assessment will form part of the selection process. It is the applicants' responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

Applications to be sent to ecscareers@gpf.org.za by no later than close of business on 24 July 2020