



Job Profile Executive Manager: Corporate Services

| JOB INFORMATION SUMMARY | |
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| JOB TITLE: | Executive Manager: Corporate Services |
| REPORTS TO: | Managing Director |
| PROPOSED PATERSON JOB GRADE: | E5/TASK 23 |
| OCCUPATIONAL LEVEL | Executive Management |
| FUNCTIONAL AREA: | Office of the Managing Director |
| COMPANY: | PIKITUP SOC (Ltd) |
| LOCATION | Pikitup Head Office Johannesburg |

| ROLE PURPOSE |
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| <p>To provide critical support functions that would enable Pikitup to achieve objectives as outlined in the service delivery agreement with the shareholder. The functions include:</p> <ul style="list-style-type: none"> ➢ development and implementation of Human Capital Management strategies, policies and plans ➢ Monitor Pikitup employees and relevant key stakeholders' compliance to SHEQ standards and relevant legislative protocols ➢ Identification and protection of company assets through the development and implementation of the appropriate security protocols ➢ Establishment and maintenance of mutual beneficial relationships with service contractors and carry out inspections and general building maintenance ➢ Oversee activities of service and maintenance contractors and staff. Execution of building related activities. <p>The Executive Manager: Corporate Services will report directly to Managing Director and is responsible for the provision of critical support functions such as Human Capital, Safety, Health, Environment and Quality, Facilities, and Security Management.</p> |

| ROLE REQUIREMENT | |
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| Essence of the role/Key Accountabilities | Key Activities / Decision Areas |
| <ul style="list-style-type: none"> • Strategic Management | <ul style="list-style-type: none"> • Develop and oversee the implantation of corporate services strategic, plans, policies and procedures in alignment with the company's strategic objectives. • Generally, manage the HR function and ensure LEDA's HR systems and practices are compliant with statutory and legislative requirements. • Enhance business integration and organizational effectiveness. • Review and approve the Divisional strategies to ensure alignment to the Departmental strategy; • Table the Corporate Services Strategy for presentation to EXCO for approval • Lead and guide the Divisions in the development of scorecards aligned to Divisional strategies |



| ROLE REQUIREMENT | |
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| | <ul style="list-style-type: none"> • Develop and review HR policies in consultation with Legal in accordance with the applicable legislation • Oversee the implementation of roadshows and workshops to communicate policies to the business • Monitor adherence to policies to ensure that legislative requirements are being met and to alert the business on any risks that require mitigation |
| <ul style="list-style-type: none"> • Human Capital Management | <ul style="list-style-type: none"> • Training and Development <ul style="list-style-type: none"> ✓ Lead the formulation and implementation of the Human Resources and Development Strategy, policies and procedures for Pikitup. ✓ Monitor and evaluate the implementation of the Human Resources and Development strategy as well as all related policies. ✓ Monitor the implementation of training and development interventions in support of the Human Resources Strategy ✓ Approve the annual Training Plan and annual Training Calendar developed by the Human Resources Manager ✓ Oversee the negotiations of terms and conditions with the identified service providers ✓ Provide monitoring oversight of services providers to ensure that contractual terms and conditions are met and delivered within the allocated timeframe and attend escalations of matters of urgency ✓ Approve payments to service providers and monitor the timeous processing of payments ✓ Maintain sound business relationships with service providers at all times to foster and sustain relationships Employee Relations <ul style="list-style-type: none"> ✓ Lead processes leading to the formulation and implementation of Employee Relations strategy, policies and procedures; ✓ Lead and guide the organisation on grievance and disciplinary matters; ✓ Participate in consultation and negotiations with employee representatives i.e. Union and Staff Association. Employee Wellness <ul style="list-style-type: none"> ✓ Monitor the provision of the appropriate employee wellness interventions / programmes to address employee health and wellbeing; ✓ Approve the annual calendar of wellness programmes. Employment Equity <ul style="list-style-type: none"> ✓ Lead the formulation and implementation of the company's Employment Equity strategy and plan. |
| <ul style="list-style-type: none"> • Manage implementation of | <ul style="list-style-type: none"> • Manage the development, implementation and maintenance of relevant policies, standard operating procedures, guidelines and |



| ROLE REQUIREMENT | |
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| Essence of the role/Key Accountabilities | Key Activities / Decision Areas |
| <p>Corporate Services value added processes</p> | <p>processes within the ambit of the business unit's responsibility, achieving compliance with appropriate requirements;</p> <ul style="list-style-type: none"> • Implement and maintain an effective system of internal controls and delegations of authority for the department, to ensure that managers and staff are accountable for decisions made and work performed; • Manage implementation of an appropriate reward and recognition program for the organization in line with best practice and budget constraints; • Develop an outcomes-based performance management framework with clearly defined implementation steps for Pikitup; • Manage the achievement of Facilities and Logistics planned objectives so that an environment conducive to productivity is maintained. |
| <ul style="list-style-type: none"> • Security Services Management | <ul style="list-style-type: none"> • Identify and protect company assets through the development and implementation of the appropriate security protocols; • Monitor the performance of the internal and external security personnel; • Oversee the implementation of security policies and strategies; • Strategically managing overall security and financial plans by: <ul style="list-style-type: none"> • ensuring a strict adherence to MFMA and SCM processes • ensure prudence regarding all expenditure • ensure proper utilisation of a budgets and compliance to budget allocation; • Collaborating with department managers to determine security needs; • Planning and implementing comprehensive security strategies; • Supervising, recruiting, and training security personnel • Gathering security intelligence and implementing preventative measures; • Developing work schedules, allocating tasks, and monitoring personnel performance; • Coordinating responses to emergencies and alarms, as well as compiling incident reports; • Preparing surveillance equipment maintenance schedules and facilitating repairs in a timely manner; • Keeping abreast of new technologies and advancements in security services; • Ensuring compliance with company policies and security industry regulations; • Responsible for physical asset management. |
| <ul style="list-style-type: none"> • Facilities Management | <ul style="list-style-type: none"> • Develop and oversee the implementation of a Facilities and Office Management Strategy and plan • Maintain and repair equipment and furnishings at Pikitup offices, monitoring conditions and arranging for procurement, disposal, and reallocation as necessary. • Update facilities and office inventories and procure office supplies. • Manages vendors at all Pikitup sites, including work scheduling, supervision; |
| <ul style="list-style-type: none"> • Health, Safety and Environmental Compliance | <ul style="list-style-type: none"> • Determine strategic direction and work priorities (in conjunction with line management) for the continuous improvement of SHEQ management programme and systems; |



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| Management | <ul style="list-style-type: none"> • Advise line management and assist with the implementation of new or existing SHEQ-related legislation, rules and Company standards to include fire prevention, health and safety awareness training, site inspections of Company and contractors on Pikitup sites; • Complete prevention inspections annual audits and Quality Assurance; • Investigate accidents and ensure all documentation is updated • Develop SHEQ Communication Strategy for all sites and levels of staff, to include written information, tool box talks and management briefs; • Manage retention of all current quality accreditations and work towards the attainment of new quality accreditations; • Advise line management on health, safety, quality and environmental matters and manage this process to ensure all advice is incorporated into day-to-day processes and operations; • Provide support and expertise to line management in incident investigation and reporting (including dangerous occurrences and occupational diseases); • Measure and monitor utilisation of landfills with a view to achieving and to ensure compliance with licence/permit condition, airspace expansion, and year on year improvement; |
| <ul style="list-style-type: none"> • Financial Management | <ul style="list-style-type: none"> • Develop Corporate Services budget in line with operational plan; • Report on Financial performance of Corporate Services; • Monitor Corporate Services expenditure against budget. |
| <ul style="list-style-type: none"> • Contract Management | <ul style="list-style-type: none"> • Ensure that all service delivery agreements are met and penalties for non-performance are imposed; • Conduct supplier performance monitoring; • Ensure contract implementation and performance reporting to management. |
| <ul style="list-style-type: none"> • Organisational Change Management processes | <ul style="list-style-type: none"> • Drive initiatives which promote an environment conducive for employees to promote an optimal service to clients • Monitor legislative compliance with all restructuring and change initiatives • Propose changes to structure which will optimize processes and resources • Initiate interventions which will position Pikitup as an Employer of choice • Oversee the implementation of awareness and empowerment programs for all staff |



KEY RELATIONSHIP INTERFACES

Internal Key Relationships (to Pikitup):

- Pikitup Board of Directors
- Managing Director
- Executive and Senior Managers
- Pikitup Staff

External Relationships (with departments and other key parties):

- CoJ (Shareholders)
- Government departments
- Contractors
- Consultants
- CCMA

Job Specific Requirements

Competencies (Knowledge, skills and attributes)

| Skills | Technical / Professional Expertise |
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| <ul style="list-style-type: none"> • Strong communication and diplomacy skills • Analysis and problem solving • Strategy formulation and implementation • Influence and collaborative skills • Effective verbal and written presentation at all levels • Report writing • Data analysis • Change Management • Program and Project management • Application hosting management and support management • Finance Management • HR Management • Strategic direction and Leadership • Governance Leadership | <ul style="list-style-type: none"> • Integrity and Honesty • Strategic Thinking • Organising & Prioritising • Judgement and decision making • Building a vision • Adapting and responding to change • Developing relationships • Dynamic and influential • Networking and collaboration |
| <p>Knowledge:</p> <ul style="list-style-type: none"> • Understanding of project management | |

Minimum Qualifications

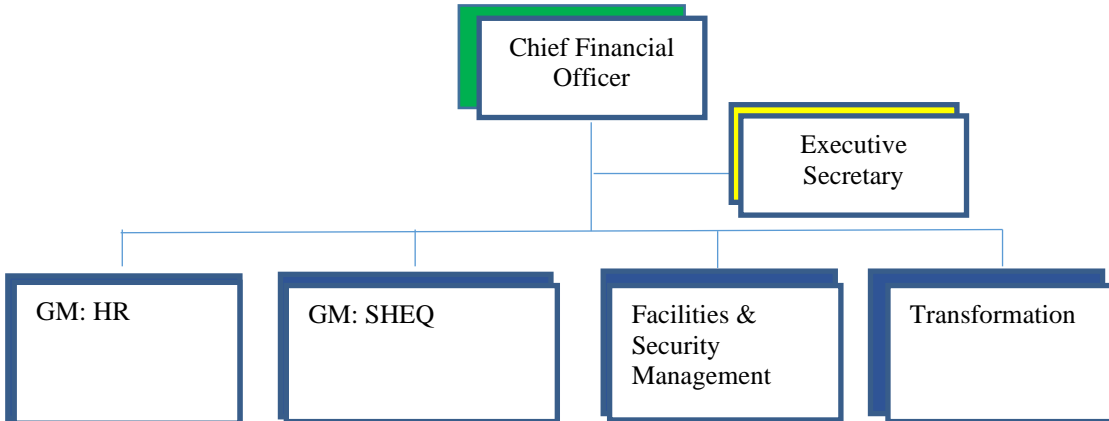
- Honours degree in Business Management/HR Management/Public Administration or equivalent relevant qualification.
- Masters degree will be an added advantage.
- Qualification in Municipal Financial Management Act (MFMA), candidates who do not possess this qualification will be required to acquire it within 18 months from date of appointment



Minimum Working Experience

- 10 years' relevant experience
- At least 5 years' experience at senior management level
- In depth understanding of corporate functions (HR, Security, Facilities & SHEQ)
- Experience in the senior management of large core service of a City or large municipality is preferable

STRUCTURE



Job profile approved by:

Name (Incumbent)

Signature

Date

Name (1st level Manager)

Signature

Date

Name (2nd level Manager)

Signature

Date