

Johannesburg Development Agency (SOC) Limited

The JDA is an agency of the City of Johannesburg which stimulates and supports area-based economic development initiatives throughout the Johannesburg metropolitan area in support of Joburg 2040. As development manager of these initiatives, JDA coordinates and manages capital investment and other programmes involving both public and private sector stakeholders.

The following exciting and challenging position is available for an achievement-oriented individual with initiative and a commitment to give substance to this vision.

Executive Manager: Corporate Services

Purpose of position: The successful candidate will provide leadership and direction and oversee the Risk and Compliance, Human Resources, IT, Legal and Facilities Management Departments. He/she will also oversee the organisation of the corporate office and the development and maintenance of company business practices, policies and procedures. The incumbent will be an advocate for the company and will work closely with other members of the Executive Staff to achieve and maintain the excellence standards set forth by the company.

Key responsibilities:

- Conceptualise and design a corporate services strategy for the JDA that provides a framework for corporate services in the business in order to ensure that the entity has effective and systematic processes, to support efficient and effective service delivery
- Report to Board Committees such as HR and Remco, Risk, Social and Ethics Act as a member of the Executive Committee of the JDA
- Work closely with executive team to develop and implement strategic plans and company goals and initiatives, and create associated policies and procedures
- Develop and ensure that the Risk Management System is aligned with the Strategic Corporate Plan
- Set risk performance objectives for each division
- Integrate the Risk Management System into existing management processes, including business plan
- Manage the strategic implementation of the Human Resources function and exercise management oversight of the HR function to meet the JDA's operational requirements
- Oversee the strategic corporate Information Technology and Systems operations
- Ensure quality control and customer service
- Provide professional legal advice to the JDA to ensure that all its activities are legally compliant
- Ensure compliance with all reporting requirements of the entity to the parent municipality (Quarterly Report, Mid-year Reviews and Annual Reports) to meet legal agreements
- Oversee the management of JDA facilities and ensure that planned maintenance and all repairs are carried out
- Oversee the management of all service providers and all tenants within the building and ensure that all aspects of the facility are functional at all times.

Education and experience required:

- A postgraduate qualification
- 3-5 years' Senior Management experience
- Demonstrate initiative to solve operational issues
- Proven ability to deliver high-quality customer service
- The ability to develop and implement operations, policies and procedures
- Excellent written and verbal communication skills
- Knowledge of labour legislation and requirements
- A professional, enthusiastic attitude
- A team player
- The ability to handle multiple simultaneous tasks and function well under pressure.

This is a 5-year fixed-term performance-based contract. JDA offers a market-related salary commensurate with qualifications and experience.

Please e-mail a detailed CV in MS Word format to john@isilumko.co.za

Closing date: 21 December 2014

Correspondence will be with short-listed candidates only. Should you not hear from us within 30 days of the closing date, please consider your application unsuccessful.

The Johannesburg Development Agency is an equal opportunity employer and the position will be filled in line with its EE targets.



a world class African city

