



INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: CORPORATE SERVICES 10 May 2022		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
CS: 11/2022	SENIOR MANAGER: CORPORATE SERVICES ALL INCLUSIVE REMUNERATION: TCTC: (PER ANNUM) R1 286 114.00 – R2 064 327.00	1

MICT SETA seeks to employ a suitably qualified and competent **Senior Manager: Corporate Services** to strategically partner with business to achieve MICT SETA's objectives through effective management of corporate service operations i.e. human resources, overall facilities management and, marketing and communications.

The successful incumbent will be based at Midrand office and report to the **Chief Executive Officer**. This is a permanent position aligned to the Government Gazette No. 375 dated March 2019.

MINIMUM REQUIREMENTS:

- Minimum of a post-graduate degree in Business Administration (NQF8) or equivalent
- Minimum of 12 years' experience in corporate services management environment
- Exposure to Public Service operational requirements and legislative practice environment is an added advantage
- Knowledge of compliance and risk management
- Knowledge of SETA legislation

TECHNICAL COMPETENCIES

- Leadership
- Strategic Thinking
- Planning and organising
- Decision making
- Relationship management
- Advanced communication

BEHAVIORAL COMPETENCIES

- Influential
- Emotional intelligence
- Innovation
- Judgement
- Environmental scan

ROLES AND RESPONSIBILITIES

Planning and development of business plan

- Conducts research and group discussions and provides input into MICTSETA's strategy
- Formulates business plan in accordance with MICTSETA's strategic objectives.
- Communicates business plan to the management team
- Obtains associated resources and secures to enable implementation of business plan
- Implements business plan in accordance with policies, procedures and legal requirements

Management of operations

- Provides guidance to support departments on development and alignment of business plans with MICTSETA's strategic objectives.
- Monitors divisional performance against set targets.
- Identifies and proposes solutions to the challenges encountered by departments.
- Provides guidance on implementation of interventions to assist in the achievement of departmental goals.
- Conducts policy awareness and ensures consistent application within Corporate Services.
- Ensures good governance within Corporate Services in line with relevant legislation and regulations by developing and implementing operating practices and tools to support achievement of departmental objectives.
- Regularly evaluates operating procedures and creates centralised best practices within different departments to ensure uniform performance throughout the Corporate Services Division.
- Establishes and monitors performance reporting systems to track performance against goals.
- Ensures effective and efficient monitoring and reporting on the implementation of the Corporate Services Division's business plan.

Stakeholder relationship management

- Focuses on delivery through proactively establishing and maintaining effective working relationships.
- Solves problems creatively whilst demonstrating a high level of integrity.
- Maintains professional relationships that meet MICTSETA's core values.
- Maintains effective and efficient communication channels.

- Maintains regular contact with internal departments.
- Ensures and enables clear and open communication.

Budget management

- Analyses the business plan to determine the financial requirements.
- Obtains the budgetary prescriptions from the Finance Division.
- Determines financial allocations in accordance with deliverables.
- Submits budget for approval in accordance with policies and procedures.
- Monitors expenditure against budget and ensures spending occurs within budgetary limits.
- Peruses monthly expenditure statements from Finance and addresses anomalies.
- Explores opportunities to reduce costs.
- Maintain a compliance framework in collaboration with the relevant stakeholders.
- Liaise internal and external stakeholders and maintain healthy relationships.

People leadership

- Sets performance objectives for team by cascading of Corporate initiatives into individual performance contracts.
- Ensures that all employees have signed performance agreements.
- Monitors and measures performance quarterly by conducting employee appraisals.
- Identifies areas of development and draws up action plans to address poor performance.
- Ensures ongoing training and development of employees.
- Addresses employee relations matters fairly and promptly.

Application:

CVs and certified copies of qualifications in respect of suitably qualified persons must be forwarded to the Human Resources Division for the attention of: Mr. Bassanio Gilbert (Recruitment@mict.org.za) by no later than **20 May 2022**. Queries may be directed to 011-207-2611. Should candidates not hear from us 30 days after the closing date of applications, they should consider their application unsuccessful. Please note this is an open position.



White, Indian, Coloured and people with disabilities are encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.