



INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: CORPORATE SERVICES 02 November 2023		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
CS: 27/2023	SENIOR MANAGER: CORPORATE SERVICES ALL INCLUSIVE REMUNERATION: TCTC (PER ANNUM) R1 362 500.00 – R1 960 700.00	1

MICT SETA seeks to employ a suitably qualified and competent **Senior Manager: Corporate Services** to strategically partner with business to achieve MICTSETA's objectives through the effective management of all Corporate Services operations, i.e. Human Resources, overall facilities management, and Marketing and Communications.

The successful incumbent will be based at our Midrand Office and will report to the **Chief Executive Officer**.

MINIMUM REQUIREMENTS:

- Minimum of a post-graduate Degree in Business Administration (NQF 8) or equivalent
- Minimum of 8 years' experience in a corporate services management environment
- Exposure to public service operational requirements and legislative practice environment is an added advantage
- Knowledge of risk and compliance management
- Knowledge of SETA legislation

REQUIRED OUTPUTS

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.

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.

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.

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.

KNOWLEDGE, ATTRIBUTES AND SKILLS

- Leadership
- Strategic thinking
- Decision making
- Relationship management
- Advanced communication
- Environmental scan
- Influential
- Emotional intelligence
- Judgement
- Innovation

Application:

CVs and qualifications of suitably qualified persons must be forwarded to the Human Resources Division for the attention of: Mrs. Boipelo Ramafoko (Recruitment@mict.org.za) by no later than **13 November 2023**. Queries may be directed to 011-207-2600.

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 highly encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.