

CORPORATE SERVICES EXECUTIVE

Salary: R1 467 235.30 .00 per annum. (All Inclusive Package)

Please Note: This is a fixed term position until 31 March 2030

The Public Service Sector Education and Training Authority (PSETA) requires the services of a suitably qualified Corporate Services Executive. The successful applicant will be based at PSETA offices in Hillcrest, Pretoria and will report to the Chief Executive Officer (CEO).

Job purpose:

To lead and direct the Corporate Management Services function through the application and utilisation of appropriate human capital, legal and regulatory frameworks, and best practice. To furthermore ensure strong business networks and relationships are fostered and maintained across operations to achieve business objectives.

Duties and responsibilities:

1. Strategic Leadership – Human Capital Management

- Oversee and lead the Human Capital Management function.
- Assist the CEO with development of the strategic plan and annual performance plan in formats that comply with relevant national frameworks.
- Provide strategic support and direction on the achievement of NSDP targets set out in the Service Level Agreement entered with the DHET.

2. Strategic Support Leadership – Other Corporate Services Functions

- Oversee and lead the Stakeholder Management, Communications, Information Technologies, Legal and Compliance, Records Management, Facilities Management and Logistics support functions.

- Oversee national stakeholder relations related to corporate service business functions.
- Lead the development of the organisation's corporate services business plans and budgets.
- Oversee performance reporting of corporate services business Division in compliance with policy and DHET prescripts on monthly, quarterly, and annual basis.

3. Governance

- Provide strategic direction for divisional policies and processes.
- Ensure compliance with IFRS, PFMA, Treasury Regulations, Guidelines, and Prescripts, legislative and regulatory framework pertaining to the PSETA core business.
- Ensure compliance with Section 51 of the PFMA to prevent fruitless, wasteful and irregular expenditure.
- Oversee overall compliance with the legislative and regulatory framework pertaining to the PSETA business.

4. Stakeholder Management

- Build, foster and strengthen relationship between the Accounting Authority, Management, the DHET and other relevant stakeholders.
- Represent the SETA at strategic forums and maintain constant communication with all interested parties within and outside the sector.
- Manage engagements with assurance providers / all stakeholders including responding to matters raised.

5. People Management

- Identify and monitor team and individual goals.
- Uphold high ethical standards and create and maintain a culture of performance and efficiency.
- Communicate with department staff and following up department goals.

6. Finance Management

- Lead the development of the Division's budgets.
- Ensure divisional and departmental budget monitoring in line with PSETA financial guidelines.
- Quality assure and submit Annual Report inputs to the Office of the CEO.

- Provide inputs on the Financial Statements.

EDUCATION AND EXPERIENCE:

- A Postgraduate Degree (NQF 8) or equivalent qualification
- Minimum 7 - 10 years relevant experience in a Public Service Sector / Entity or SETA environment
- Minimum of 5 years at Senior Management level in a Corporate Services environment within the South African Public Service Sector
- Above average understanding of the South African Public service sector and corporate governance, Extensive knowledge of the Public Finance Management Act (PFMA), Human Resource Management, Skills Development Act (SDA), Skills Development Levy Act (SDLA), and other relevant legislation, Strong strategic and leadership capability in corporate governance.

KNOWLEDGE, SKILLS AND ATTRIBUTES: Strategic capability, leadership and management * Programme and project management * Business acumen and business ethics * Risk and governance management principles, Strategic budgetary implementation programmes, Strategic control systems, Strategic stakeholder management principles, Diversity management, Goal oriented, Proactive and resilient, Advanced negotiation skills and Diplomacy.

Kindly submit a detailed CV, certified copies of qualification and motivation for your appointment to the Human Resource Department via e-mail to recruitcse@pseta.org.za.

Enquiries: Ms Phuti Phosa

Tel: 012 423 5726

Closing Date: 07 April 2022

PSETA is a listed public entity and all appointments are in line with employment equity legislation and practices. If you have not heard from us within two months after closing date, kindly accept that your application was unsuccessful. **PSETA reserves the right not to make an appointment.**

Designated groups are encouraged to apply (Youth, women and People with disabilities). **Recommended candidates will be subjected to competency assessment, security vetting and financial disclosure.**

