



INTERNAL / EXTERNAL ADVERT – Ref. No.: HCS0318

Head of Corporate Services (3 year contract)

Patterson - Job Grade: EL

Reporting directly to the Chief Executive Officer (CEO) the **Head of Corporate Services** position is responsible for efficient leadership of the Corporate Services division of the KwaZulu-Natal Sharks Board (KZNSB). The head of the division directs Human Resources Strategy, Information Technology, Legal Services, Health & Safety of the Entity and Maintenance thereof.

Minimum Requirements & Job Competences:

- Minimum Bachelor's Degree in Commerce/Legal Studies or related field;
- A Post graduate degree in Labour or Commercial Law;
- Minimum of 10 (ten) years in overall business management, five (5) of which should be in Senior Management at a public sector/entity;
- Decisive, resilient under pressure and flexible with a proven track record of delivering results to a high standard within tight deadlines;
- Understanding of the relevant Employment, Health and Safety Ethics, Acts prescripts and Legislations;
- Proven track record in developing strategies, planning needs and implementing successfully;
- High level competency in human resources, maintenance, Information Technology and has a good commercial business orientation;
- Extensive experience in application and implementation of Labour Legislation, Public Finance Management Act, Treasury Regulations and Companies Act as amended.
- Advanced Computer Literacy and Drivers Licence;
- Above Average Interpersonal Communication Skills;
- Strategic leadership, communication and management skills;
- Budget/Financial Management skill;
- Strong IT skills - complete familiarity with Microsoft Word, Excel, PowerPoint and Outlook.

Key Responsibilities for the position include:

- Work collaboratively with the CEO and Executive Management to provide an integrated approach to strategic and organisational planning, programme design, work programme and budget implementation, performance monitoring and evaluation to ensure the ongoing success of the KZNSB;
- Provide positive and professional leadership to staff in the Corporate Services Division, ensuring that the department is well managed to support the activities of the KZNSB;
- To oversee the human resources function, ensuring the provision of advice on HR matters to the Chief Executive and senior management team, including the development and review of relevant HR strategies, policies and procedures;
- Establish and implement a Human Resources Management and Skills Development strategy, update the system and processes to support a strategic programme based organisation and ensure the KZNSB has the capability it needs to meet its strategic goals;

- Lead the development of policy and procedures to continuously improve internal services making efficiency and effectiveness gains;
- To provide KZNSB with information systems and the underlying technology that provides opportunities for competitive advantage and, easily accessible information framework at all;
- Ensures the facility is operated and maintained in a safe, professional and cost-effective manner;
- To provide a legal service to the organisation in order to protect its interests and ensure that it operates within sound legal parameters.

Selection will be made in terms of the organisation's employment equity targets. The package is negotiable based on relevant skills and experience. We reserve the right not to proceed with this application process.

Please email all CV's to – recruitment2@shark.co.za on or before Friday 06th April 2018.

All shortlisted applicants will be subjected to pre-screening assessments.

“PREVIOUSLY DISADVANTAGED INDIVIDUALS ARE ENCOURAGED TO APPLY”