



INTERNAL/EXTERNAL ADVERT
HEAD OF CORPORATE SERVICES
TWELVE MONTHS FIXED TERM (12) CONTRACT
PATTERSON JOB GRADE EL: (Ref No. HCS2023/10)
R 1, 597 407 PER ANNUM

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/Human Resource Management or related field;
- 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

Key Responsibilities for the position include: (this is a brief summary and does not include all responsibilities assigned to the position)

- 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.

“Applicants are encouraged to apply for this position through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their CV to recruitment@shark.co.za. Please Quote Reference Number in your correspondence. **Closing Date: 3rd November 2023**

*No late applications will be considered. Correspondence will only be limited to shortlisted candidates. Should you not hear from us after eight weeks of the closing date, please consider your application to have been unsuccessful. **Selection will be made in terms of the entity’s employment equity targets.** We reserve the right not to proceed with this application process. All shortlisted applicants will be subjected to pre-screening assessments.*

“APPLICATIONS FROM PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY”