



City of Johannesburg
Pikitup

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VACANCY: EXECUTIVE MANAGER: CORPORATE SERVICES

Date of the advert: 23 July 2021

Closing date for applications: 06 August 2021

Position	: Executive Manager: Corporate Services
Department	: Corporate Services
Location	: Head Office
Level	: Executive
Fixed Term Contract	: 5 years
Reporting to	: Managing Director

The purpose of the role is to be responsible for the provision of critical support functions that deliver business services to enable the business to meet the said objectives. The Corporate Services functions are Human Capital Management, Safety, Health, Environment, Quality, Facilities, and Security Services.

Key Responsibilities:

Strategy

- Develop Corporate Services strategy and business plan to support the Pikitup strategic objectives
- Develop and manage an HR Strategy across all functional HR areas for the entity that will ensure legal compliance and an environment that will attract, nurture, develop and retain high performing employees
- Develop and manage an effective Support Services Strategy and System to ensure Pikitup's requirements are met in the areas of facilities and security management
- Ensuring that both workforce, and facilities and security planning is aligned to the strategic and business planning components of Pikitup
- Develop and manage the implementation of approved Corporate Services policies and procedures.

Human Resource Management

- Develop and oversee the provision of effective Human Capital practices and administration services
- Oversee the development and maintenance of Human Capital strategies
- Oversee and facilitate development and implementation of Human Capital strategy, organisational effectiveness and wellness initiatives for the organisation

- Drive the provision of integrated Human Capital Development initiatives aimed at enhancing individual and organisational performance
- Oversee and facilitate the provision of labour relations services
- Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery
- Ensure that Pikitup is capacitated to deliver on its mandate through recruitment of competent and skilled individuals
- Policy development and facilitation of its implementation
- Oversee payroll management in line with relevant legislation
- Facilitate risk management of Human Capital related operations
- Ensure the relationship between employer and the employees is governed by legislative framework and approved policies.

Policies, Procedures and Systems.

- Coordinate and oversee development, implementation and review of financial internal control systems, policies and procedures.

Transformation

- As an executive take responsibility for shaping Pikitup operations to realise the vision and strategic direction of a transformed waste management company in line with the City of Johannesburg (CoJ) GDS 2040 goals.

Security Management

- Identify and protect company assets through the development and implementation of the appropriate security protocols
- Monitor the performance of the internal and external security personnel
- Strategically managing overall security and financial plans
- Ensuring a strict adherence to MFMA and SCM processes
- Ensure proper utilisation of a budgets and compliance to budget allocation
- Planning and implementing comprehensive security strategies
- Supervising, recruiting, and training security personnel
- Gathering security intelligence and implementing preventative measures.
- Preparing surveillance equipment maintenance schedules and facilitating repairs in a timely manner
- Keeping abreast of new technologies and advancements in security services
- Ensuring compliance with company policies and security industry regulations.

Facilities Management

- Develop and oversee the implementation of a Facilities and Office Management Strategy and plan
- Maintain and repair equipment and furnishings at Pikitup offices, monitoring conditions and arranging for procurement, disposal, and reallocation as necessary
- Update facilities and office inventories and procure office supplies
- Manages vendors at all Pikitup sites, including work scheduling, supervision.

Health, Safety and Environmental Compliance Management

- Determine strategic direction and work priorities (in conjunction with line management) for the continuous improvement of SHEQ management programme and systems
- Advise line management and assist with the implementation of new or existing SHEQ-related legislation, rules and Company standards to include fire prevention, health and safety awareness training, site inspections of Company and contractors on Pikitup sites
- Complete prevention inspections annual audits and Quality Assurance
- Develop SHEQ Communication Strategy for all sites and levels of staff, to include written information, toolbox talks and management briefs
- Manage retention of all current quality accreditations and work towards the attainment of new quality accreditations
- Provide support and expertise to line management in incident investigation and reporting (including dangerous occurrences and occupational diseases).

Project Management

- Schedule and Programme work
- Complete projects in time and on budget

Contract Management

- Ensure that all service delivery agreements are met and penalties for non-performance are imposed
- Ensure that processes to ensure procurement are done correctly and on time
- Conduct supplier performance monitoring
- Ensure contract implementation and performance reporting to management.

People Management

- Develop and implement optimal organisational structures
- Set human capital targets and manage staffing levels accordingly
- Manage all Pikitup deliverables
- Manage deliverables of direct reports
- Conduct quarterly performance reviews respectively
- Motivate and coach direct reports
- Inform direct reports of organisational development on a regular basis
- Identify training needs and implement PDP for direct reports

Minimum Requirements

Minimum Qualifications & Experience:

- Relevant postgraduate degree in business management/HR Management
- In-depth understanding of Human Resources services functions
- 10 year's relevant experience
- 10 years relevant experience
- 8 years' senior management experience
- MFMA minimum competency level units standards. Candidates who do not have the MFMA
- minimum competency level requirement will be expected to acquire the qualification within
- 18 months from date of employment.

Competency:

- Integrity
- Commercial focus
- Analysis and problem solving
- Judgment and decision-making
- Strategic thinking
- Building a vision
- Influencing others
- Networking
- Organising and prioritising
- Impact
- Proactive communication
- Developing Relationships.

Particulars of advertiser:

Interested **applicants** must submit a comprehensive CV together with certified copies of identity document and qualifications to recruit052021@pikitup.co.za on **06 August 2021**. No late or incomplete applications will be considered. Please ensure that the correct reference is inserted in subject line of email. For enquiries contact **Shirley Tjiane 0873571086** or **Keo Segosapelo 0873571129**.

- Please quote the above position name on all correspondence relating to this circular / advert.
- Pikitup reserves the right not to fill any vacancies.
- Correspondence will only be entered into with shortlisted applicants. Should you not hear from us within **six weeks** after closing date of the advert please consider your application unsuccessful.

PIKITUP IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO EMPLOYMENT EQUITY PRINCIPLES AND REDRESSING THE IMBALANCES OF THE PAST. APPLICATIONS ARE WELCOME FROM ALL DESIGNATED GROUPS (AFRICAN, COLOURED AND INDIAN MALES, ALL FEMALES & PERSONS WITH DISABILITIES)