



Job Profile Corporate Services

JOB INFORMATION SUMMARY

JOB TITLE:	Executive Director: Corporate Services
REPORTS TO:	Managing Director
OCCUPATIONAL LEVEL	Executive Management
FUNCTIONAL AREA:	Office of the Managing Director
COMPANY:	PIKITUP SOC (Ltd)
LOCATION	PIKITUP Head Office

ROLE PURPOSE

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 Securities. The function includes:

- the development and implementation of Human Capital Management strategies, policies and plans aligned to the strategy of Pikitup that enable it to achieve its objectives.
- ensuring that Pikitup employees and relevant key stakeholders comply to SHEQ standards and relevant legislative protocols;
- identification and protection of company assets through the development and implementation of the appropriate security protocols;
- Overseeing activities of service and maintenance contractors and staff;
- Establishment and maintenance of mutual beneficial relationships with service contractors and carry out inspections and general building maintenance.

ROLE REQUIREMENT

Essence of the role/Key Accountabilities	Key Activities / Decision Areas
<ul style="list-style-type: none"> ■ Strategic Management 	<ul style="list-style-type: none"> ■ 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.
<ul style="list-style-type: none"> ■ Human Capital Management 	<ul style="list-style-type: none"> ■ 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.

ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
	<ul style="list-style-type: none"> ■ 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 ■ Manage staff morale and drive change management strategy ■ Provide expert Human Capital advice to the Social, Ethics, Human Resources and Remuneration Board Committee, Board, EXCO, and line management within Pikitup ■ 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
<ul style="list-style-type: none"> ■ Training, Skills Development 	<ul style="list-style-type: none"> ■ Managing skills enhancement and professional development programs within the allocated budget ■ Managing the design and delivery of training programs in accordance with the needs of the Company ■ Evaluating the effectiveness of all Training and development activities to identify areas of improved performance and to feed into future plans ■ Providing reports to management identifying Learning and Development trends and return on investment analyses
<ul style="list-style-type: none"> ■ Security Management 	<ul style="list-style-type: none"> ■ 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 ■ Oversee the implementation of security policies and strategies ■ Strategically managing overall security and financial plans by: <ul style="list-style-type: none"> ✓ ensuring a strict adherence to MFMA and SCM processes ✓ ensure prudence regarding all expenditure ✓ ensure proper utilisation of a budgets and compliance to budget allocation ■ Collaborating with department managers to determine security needs ■ Planning and implementing comprehensive security strategies ■ Supervising, recruiting, and training security personnel ■ Gathering security intelligence and implementing preventative measures. ■ Developing work schedules, allocating tasks, and monitoring personnel performance. ■ Coordinating responses to emergencies and alarms, as well as compiling incident reports ■ 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.
<ul style="list-style-type: none"> ■ Facilities 	<ul style="list-style-type: none"> ■ Develop and oversee the implementation of a Facilities and Office

ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
Management	<p>Management Strategy and plan</p> <ul style="list-style-type: none"> ■ 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	<ul style="list-style-type: none"> ■ 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 ■ Investigate accidents and ensure all documentation is updated ■ Develop SHEQ Communication Strategy for all sites and levels of staff, to include written information, tool box talks and management briefs ■ Manage retention of all current quality accreditations and work towards the attainment of new quality accreditations ■ Advise line management on health, safety, quality and environmental matters and manage this process to ensure all advice is incorporated into day to day processes and operations ■ Provide support and expertise to line management in incident investigation and reporting (including dangerous occurrences and occupational diseases) ■ Measure and monitor utilisation of landfills with a view to achieving and to ensure compliance with licence/permit condition, airspace expansion, and year on year improvement
■ Financial Management	<ul style="list-style-type: none"> ■ Develop Corporate Services budget in line with operational plan ■ Report on Financial performance of Corporate Services ■ Monitor Corporate Services expenditure against budget
■ Contract Management	<ul style="list-style-type: none"> ■ Ensure that all service delivery agreements are met and penalties for non-performance are imposed ■ Conduct supplier performance monitoring ■ Ensure contract implementation and performance reporting to management
■ HR Management	<ul style="list-style-type: none"> ■ Function as integral part of the management ■ Empowering staff and mobilising resources towards areas of increasing results ■ Mentoring and coaching staff to ensure the succession process within the department ■ Identify training needs and implement PDP for direct reports ■ Creating a culture of achieving success by ensuring that staff are qualified, motivated and trained ■ Initiating, directing and facilitating the creation of an environment conducive for transformation

ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
	<ul style="list-style-type: none"> Establish the relevant controlling procedure

KEY RELATIONSHIP INTERFACES
<p>Internal Key Relationships (to Pikitup):</p> <ul style="list-style-type: none"> Pikitup Board Pikitup MD Pikitup Executives, Senior Manager Pikitup Staff particularly large operations team <p>External Relationships (with departments and other key parties):</p> <ul style="list-style-type: none"> CoJ (Shareholders) Government departments Contractors Consultants CCMA

Job Specific Requirements	
Competencies (Knowledge, skills and attributes)	
<ul style="list-style-type: none"> Integrity Commercial focus Analysis and problem solving Judgement and decision making Strategic thinking Building a vision Influencing others Networking 	<ul style="list-style-type: none"> Organising and prioritising Impact Proactive communication Developing Relationships

Minimum Qualifications
<ul style="list-style-type: none"> Relevant postgraduate degree in Public Administration/Management Science/Law or equivalent In-depth understanding of corporate services functions (security and facilities) Qualification in Municipal Financial Management Act (MFMA), candidates who do not possess this qualification will be required to acquire it within 18 months from date of appointment

Minimum Working Experience
<ul style="list-style-type: none"> 10 years relevant experience 8 years' senior management experience

Structure:

Job profile: Corporate Services



Job profile approved by:

_____	_____	_____
Name (Incumbent)	Signature	Date
_____	_____	_____
Name (1 st level Manager)	Signature	Date