



**City of Johannesburg**  
Pikitup

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## ADVERTISED VACANCY 07/2022

**Position Number: 01/04**

**Position Title: Executive Manager - Corporate Services**

**Employment Status: Five years fixed-term performance-based contract**

**Remuneration: R1 793 806.00 – R2 443 287.00**

Pikitup Johannesburg (SOC) Ltd is the official integrated waste management service provider to the City of Joburg. The company is mandated to provide services throughout the seven regions. Pikitup has a staff complement of about 5000.

We are seeking for a highly qualified and motivated applicant who will contribute significantly towards the Company's vision and strategic plan. Our goal is to be the leading integrated waste management company in Africa.

The Executive Manager: Corporate Services will report directly to Managing Director and is responsible for the provision of critical support functions such as Human Capital, Safety, Health, Environment and Quality, Facilities, and Security Management.

**Job purpose:**

To provide critical support functions that would enable Pikitup to achieve objectives as outlined in the service delivery agreement with the shareholder. The functions include:

- Development and implementation of Human Capital Management strategies, policies and plans
- Monitor Pikitup employees and relevant key stakeholders' compliance to SHEQ standards and relevant legislative protocols
- Identification and protection of company assets through the development and implementation of the appropriate security protocols
- Establishment and maintenance of mutual beneficial relationships with service contractors and carry out inspections and general building maintenance

**Minimum experience and qualifications:**

- Honors Degree in Business Management / Public Administration or any other NQF Level 8 related qualification
- Masters' Degree will be an added advantage
- Minimum 10 years' experience in a Corporate Services environment at least 8 years must be at a senior management level
- Proven track record of strong employee relations in a highly unionised environment and human resource experience
- Provision of legislative services and Contracts management to the department

- Knowledge of the MFMA unit standards as prescribed in Regulation 493 of 15 June 2007 and published in Government Gazette 29967 of 15 June 2007 and other relevant statutory regulations will be an added advantage
- Proven experience in leadership and governance in a large organisation in the Public or Private Sector Develop and implement succession plans and motivate staff through the implementation of various reward mechanisms
- Implementation of control systems within the Department which minimise potential risk to stakeholders
- Establish organisation and structure to align individual and group competencies
- Manage compliance with agreed budgets in consultation with the Managing Director and ensure that costs are contained

### **Key performance areas**

- Develop Corporate Services strategy and business plan to support strategic objectives
- Develop and manage HR Strategy across all functional 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 requirements are met in the areas of facilities and security management
- Oversee the implementation of security policies and strategies and manage the performance of the internal and external security personnel
- Identify and protect company assets through the development and implementation of the appropriate security protocols
- Oversee the development, implementation and maintenance of relevant policies, standard operating procedures, guidelines and processes, achieving compliance in line with legislation
- Lead, facilitate and implement organisational change management and transformation
- Develop and oversee the implementation of a facilities and office management strategy and plan
- Oversee and facilitate Human Capital strategy, organisational effectiveness and wellness initiatives for Pikitup
- Monitor the implementation of new or existing SHEQ-related legislation, rules and company standards to include fire prevention, Health and Safety Awareness training, site inspection and contractors on Pikitup sites
- Oversee control of budgeting and expenditure process in-line with strategic objectives and relevant legislation
- Participate in consultation, negotiations with employee representatives i.e. Union and Staff Association and facilitate the provision labour relations services
- Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery
- Drive the provision of legislative services and contracts management to the department
- Ability to establish and build strong working relationships with providers and receivers of financial information
- Provide monitoring oversight of service providers to ensure that contractual terms and conditions are met and delivered within the allocated timeframe and attend to matters of urgency
- Monitor all service delivery agreements and impose penalties for non-performance
- Conduct supplier performance monitoring
- Use relevant data to identify manageable KPIs and communicate them with leaders and team members
- Mentoring and coaching staff to ensure the succession process within the department
- Initiating, directing and facilitating the creation of an environment conducive for transformation
- Establish the relevant controlling procedures

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MJV Recruitment & Consulting Agency has been appointed to handle enquiries with regards to the above positions. Candidates are required to submit updated, detailed CVs with certified copies of their ID and relevant qualifications to [vacancies@mjvrecruitment.co.za](mailto:vacancies@mjvrecruitment.co.za), quote the relevant reference number and job title. You can visit [www.pikitup.co.za](http://www.pikitup.co.za) / [www.mjvrecruitment.co.za](http://www.mjvrecruitment.co.za)

**NB: All applicants who meet the above-mentioned requirements are encouraged to apply.** Pikitup is an equal opportunity employer committed to employment equity principles. Preference will be given to suitable candidates and cognisance will be taken of the Company employment equity in making the final decision.

Name: Ms Mashudu Ndou

Enquiries: 011 410 0010

Closing date and time: **14<sup>th</sup> August 2022 @ 12H00**

Pikitup reserves the right to appoint or not to appoint. If applicants have not heard from Pikitup within six weeks of the closing date, consider your application unsuccessful.