



Road Traffic Management Corporation

Executive Manager Corporate Services

Ref No. RTMC/EM: CS/2022

Salary Package: Market Related

Position: Executive Manager Corporate Services
Business Unit: Corporate Services
Location: Eco Park
Job Purpose: The Executive Manager: Corporate Services reports directly to the Chief Executive Officer. The incumbent in this position manages all activities and functions in the OD and HR Operations, Transformation and Employee Relations, Facilities Management, Legal and Compliance Service, Norms and Standards Units and Secretarial Services. The incumbent provides specialist advice so that best practices within these functions can be maintained and informed business decisions can be made. The incumbent in this position provides specialist input with regard to projects in different divisions within the division.

KEY JOB RESPONSIBILITIES:

- Manage and deliver a strategic direction to the Corporate Services Division and to ensure that they deliver uniformly in terms of the performance expectations for each department / section.
- Build and maintain relevant stakeholder relationships.
- Direct and oversee activities of the Organisational Development (OD) and Human Resources (HR) Operations, Transformation and Employee Relations, Legal and Compliance Services, Facilities Management and Secretarial Services.
- Lead and manage the Corporate Services Division and set the necessary policies and rules frameworks in place to ensure proper and effective services within the units

of OD and HR Operations, Transformation and Employee Relations, Facilities Management, Secretarial Services and Legal and Compliance Services

- Develop a budget and manage compliance with the annual budget.
- Manage all legal compliance aspects in the Corporate Services Division.
- Manage and assist with the delivery of projects and continuous improvement activities.
- Perform relevant people management functions within the allocated sections

QUALIFICATIONS AND EXPERIENCE

- A relevant post-graduate qualification is essential
- 10 years relevant experience of which 5 years must be at an executive level.

KEY ATTRIBUTES AND COMPETENCIES

- Understanding of Strategy Management principles and models
- Knowledge of the Employment Equity Act, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act and all applicable human resources legislation
- Understanding of inter-governmental relations
- Understanding of Corporate governance principles
- Understanding of Human Capital processes and systems
- Understanding of Fleet and Facilities Management processes and systems
- Understanding of Secretarial Services systems and processes
- Knowledge of policy conceptualisation and implementation

HOW TO APPLY

- Submit a letter of application (no prescribed template), accompanied by a recent Curriculum Vitae as well as copies of qualifications.
- Applications must be forwarded via email to: rtmc@miltonresourcing.co.za.
- Candidates are requested to clearly indicate the reference number for the position they are applying for on the email.

NB: People with disabilities are encouraged to apply.

Closing date is the 19 December 2022 at 16:30 and no late applications will be accepted.

The RTMC reserves the right not to make an appointment. Due to the large number of applications, we envisage receiving, applications will not be acknowledged. If you have not received any response from us within 3 months, please consider your application unsuccessful.

Enquiries: Human Capital: 012 999 5245