

BE PART OF THIS TEAM

The **East London Industrial Development Zone SOC Ltd** is the operator of the East London Industrial Development Zone (ELIDZ), an entity which exists to help manufacturers to become globally competitive through the development and efficient management of a modern, purpose built industrial location, which offers investing industries a streamlined business environment enhanced by a range of supporting services. The zone is already operational and currently houses a number of manufacturers that supply products for the local and international markets.

POSITION: Executive Manager: Corporate Affairs

Ref: REC/03/17: 5 year fixed term contract

Minimum Requirements: • Postgraduate Degree in Management (Business/ Public Management) or equivalent
• 8 years of related experience of which 3 years is at a senior management level.

Required Competencies: • Ability to think strategically and align functioning to strategy; • Ability to innovate; • Leadership and management knowledge and skill; • Knowledge of the government budgeting planning cycle (PMFA); • Ability to analyze financial information and data; • Risk Management knowledge; • Knowledge of legislative compliance; • Practical knowledge and understanding of performance management systems development and implementation; • Knowledge of HR administration, strategy and related policy; • Human Resources Management skills; • Talent Management; • Succession Planning; • Value chains and defining and instilling corporate culture; • Training and Development; • Knowledge and understanding of LRA, BCEA; • Knowledge of ICT Strategy and implementation; • Knowledge of Employee Wellness; • Knowledge of Public Participation; • Policy Development Skills; • Knowledge of SHEQ Management Systems.

Specific Functional Responsibilities: • **Strategic Leadership** • Strategic planning into organisational and business unit strategies (aligned organizationally); • Development of Corporate Affairs Policies and Procedures; • Development and monitoring of Risk Management implementation plans; • Facilitating performance assessment; • Monitoring and compliance - Corporate Affairs related issues (internally and institutionally); • **Human Resources Management** • Translation of HR Strategy into strategic plans of sub-units; • Development of related Plans, policies and procedures; • Implementation of Human Resources Strategies in all sub units ie. Human Resources, Labour Relations, Human Resources Information Management, Labour Relations, Skills Development, Bursaries and related policies; • **ICT** • Functional ICT support provision to institution and investors; • Development and implementation of 3 year ICT Master Systems Plan; • Ensuring effective functioning of network, infrastructure and data centre; • Ensuring compliance on all governance related issues (security, SLA's, reporting etc.); • **Corporate Communications** • Development and implementation of the Corporate Communications Strategy (internal and external); • Ensuring effective media relations, marketing (of brand and core business), research support, and relationship management; • Effective development and implementation of Stakeholder Management Matrix, MOU'S; • Ensuring enhanced customer satisfaction (research, surveys and remedial action); • **Legal Services** • Legal support provision in order to foster good labour relations and to prevent litigation / avoidable labour relations issues; • **Records Management** • Establish and ensure effective operation of the Document Management Centre (recording, storage and retrieval); • **SHEQ Management** • Application of SHEQ Management Systems and OHS Act; • Completed SHEQ Audits; • ISO Certification • **Monitoring & Evaluation** • Regular reporting (compliance and organizational); • Performance monitoring and assessment as per Integrated Performance Management System; • **Budget Monitoring & Control** • Development and implementation of annual budget for unit; • Monthly and quarterly operational and capital budget assessment and reporting.

Applications must be submitted by e-mail to: recruitment@elidz.co.za.

The closing date is **12 June 2017**. If you have not heard from us within one month after the closing date, please consider your application unsuccessful. Only short listed candidates will be communicated to. The ELIDZ reserves the right not to fill this position. **Preference will be given to African Females as per our ELIDZ EE Plan.**

Tel: 043 702 8200 / www.elidz.co.za

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east london idz
business streamlined