

BE PART OF THIS TEAM

The East London Industrial Development Zone SOC Ltd is a State-Owned Corporation set up by government through the South African Industrial Development Zones Programme (now the South African Special Economic Zones Programme) to develop, operate and maintain modern infrastructure and to complementarily attract strategic investments for the region.

POSITION: EXECUTIVE MANAGER: CORPORATE AFFAIRS | Ref: REC/02/25

Minimum Requirements: • Postgraduate Degree in Management (Human Resources Management/ Personnel Management/Industrial Psychology/Social Science, Public Management/ Business Administration or Management) • Masters in Business Administration/ Masters in Business Leadership will be an added advantage • 8 years of related experience of which 3 years is at a senior management level.

Required Competencies: Computer Literacy (Ms office: Word, PowerPoint, Excel) • Knowledge of all legislation pertaining to ELIDZ • Knowledge and experience in financial planning and forecasting • Knowledge and understanding of Public Financial Management Act • Knowledge of corporate governance principals • Knowledge of enterprise risk management concepts, frameworks and methodology • Knowledge of legislative compliance • Practical knowledge and understanding of performance management systems development and implementation • Knowledge of HR administration, strategy and HR related policy and legislation • Knowledge and understanding of HR talent management practices, corporate culture, training and development, employee wellness, change management and organisational development • Knowledge policy development and advocacy • Knowledge and understanding Occupational Health and safety procedures • Understanding of most key/main corporate support functions.

Specific Functional Responsibilities: • **Strategic Leadership** • Provide professional leadership to staff in the Corporate Affairs Business Unit, ensuring that the Business Unit delivers effective support to the organisation • Development and alignment of Business Unit and Sub-Unit relevant strategies • Development and Reviewal of Corporate Affairs Policies and Procedures • Development and Monitoring of Risk Management implementation plans • Facilitating organisational performance management • Manage negotiations and engagements with Organised Labour supporting stability and productivity within ELIDZ • **Stakeholder Engagement** • Engage with relevant internal and external stakeholders to foster fruitful relationships and partnerships • **Risk Management** • Risk assessment, including the analysis, the identification, the description and the estimation of risks in the corporate affairs space within the organisation • Reporting on and mitigation of risks associated with the corporate affairs function • **Human Capital Management** • Development of HR Strategy and Implementation Plans in order to support the delivery of the organisation's strategy • Provide leadership and oversight role over the Human Capital function, ensuring the provision entire value chain • Ensure Statutory and Legal Compliance • **Information and Communication Technology (ICT)** • Oversee development and implementation of a ICT Strategy / ICT Master Systems Plan • Provide leadership and oversight over the ICT function to ensure ongoing development and implementation of ICT services • Ensure provision of functional ICT support to institutions and investors • Ensure effective functioning of network, infrastructure and data centre • Ensure compliance on all governance related issues • Generate revenue for the organization through retention of current business and acquisition of new contracts • Development of new products and services, and upgrade of current products and services • Maintain ISO certification and ensure compliance to best practice of all related frameworks • **Marketing and Corporate Communication** • Development and implementation of the Corporate Communications Strategy, Brand & Marketing Strategy and Implementation Plans & Stakeholder Management Matrix • Ensure effective media relations, research support, and relationship management • Ensure enhanced customer satisfaction through surveys and engagements with stakeholders • **Legal Services** • Provision of Legal services to the organization in order to minimize legal risks • Effectively managing litigation matters for the organization • Provision of legal capacitation for employees in order to effectively engage with legal matters • **Records Management** • Development and maintenance of a Records Management Framework, including policies, file plan, documents and records management system for the organisation's records • Establish and ensure effective operation of the Document Management Centre and Legal compliance • **Safety, Health, Environmental and Quality (SHEQ) Management** • Ensure protection of employees in the workplace from health and safety hazards by ensuring development and maintenance of SHEQ systems • Effective environmental monitoring, Legal Compliance and conducting SHEQ audits • Maintain ISO certification and ensure compliance to best practice of all related frameworks • Ensure business process management is in place for the organisation • **Monitoring, Evaluation & Reporting** • Undertake regular reporting to relevant structures • **Budget Monitoring & Control** • Development and implementation of annual budget for unit • Conduct monthly and quarterly operational and capital budget assessments.

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

The closing date is 30 May 2025. 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. **The East London Industrial Development Zone is an equal opportunity employer, and the filling of positions will be in accordance with affirmative action measures as per the ELIDZ Employment Equity Plan and supporting framework.**

The personal information submitted in response to this advertisement shall be processed solely for purposes relating to the position applied for, as mandated in law. The East London IDZ undertakes to ensure that appropriate security control measures are implemented to protect all the information submitted by the applicant.