



"To cultivate an environment within which the City of Tshwane can grow its human capital and the economy through the facilitation, implementation and management of developments with a specific focus on Economic Development and associated activities within Tshwane"

EXECUTIVE MANAGER: CORPORATE SERVICES (THREE YEAR FIXED TERM CONTRACT)

(All-inclusive remuneration package: R1 140 000, 00 – R1 425 000, 00 per annum)

(Ref: TEDA055/2019)

REQUIREMENTS AND QUALIFICATIONS

A relevant Master's Degree in Humanities/Business Administration/ Management coupled with minimum of 7 (seven) years' experience with at least five (5) years at a Senior Management level preferably with proven track record and exposure to corporate management, including legal, finance, administration, human resource management and information technology. The incumbent should have strong oral and written communication, organizational, analytical and technical skills. Strong leadership and professional skills. Highly results driven and quality focus, presentation, project management, people management, policy management, analytical thinking, judgement and decision-making, information extraction and application, conceptual thinking. Valid Driver's license.

KEY RESPONSIBILITIES

The incumbent will report to the Chief Executive Officer as critical member of the Executive Management charged with the responsibility to provide strategic and operational leadership to the Corporate Services Business Unit include functions of People Management, ICT, Legal Services and Administration. Oversees the management of Information Communication and Technology within TEDA. Manages the development and implementation of ICT strategy aligned to TEDA and City of Tshwane's ICT strategy. Oversees the management of legal services within TEDA. Oversees management of Office Administration, facilities, safety, document and record management system. Participate in various board committees. Management of Corporate services budget.

CLOSING DATE: 25 MAY 2019 AT 12H00.

Applications can be submitted to teda.jobs@tshwane.gov.za

TEDA subscribes to the principles of employment equity in its recruitment processes.

Prospective employees will be subjected to security vetting.

NB: Applicants who have not received any correspondence from us within six weeks of the closing date can consider their applications unsuccessful.

(PLEASE QUOTE THE Ref. NO. ON YOUR APPLICATION)