

## EMPLOYMENT OPPORTUNITY

The BANKSETA is a statutory body established through the Skills Development Act of 1998 to enable its stakeholders to advance the national and global position of the banking and alternative banking industry. As guided by its mandate the BANKSETA is as such an agent of transformation by promoting employment equity and broad-based black economic empowerment through skills development.

Reference Number:	BSGMCS102023
Job Title:	General Manager - Corporate Services
Reporting Line:	Chief Executive Officer
Full-time/Part-time/Contract:	Full-time position – Gauteng Based

**Remuneration: R 1.5 mil to R 1.7 mil CTC per annum.**

### The purpose of the role:

The **Executive Manager: Corporate Services** reports directly to the Chief Executive Officer. The Executive Manager: Corporate Services is responsible for managing all the activities and functions in the Human Resources, Facilities Management, Marketing and Communications and Information Communications Technology units. The incumbent in this role provides specialist support to maintain best practices in these functions and informed business decisions to be made.

### Main Responsibilities:

#### **To provide strategic leadership to the Division**

- Develop BANKSETA strategic plans and ensure implementation of the strategic plans developed.
- Develop business plans for the Division.
- Develop risk management strategies and risk register for the Division.
- Conduct research and consult with the relevant industry bodies within the Banking/SETA sector.
- Prepare budget and budget review for the Division and ensure compliance thereto.
- Prepare and submit relevant statutory reports per reporting cycles of Government and Accounting Authority

## **To direct the activities of Human Resources, Facilities Management, Marketing and Communications, and Information Communications Technology**

- Lead and manage the Corporate Services Division and set the necessary policies and rules frameworks in place to ensure proper and effective services with the units of Human Resources, Facilities Management, Marketing and Communications and Information Communications Technology (ICT).
- Ensure that human resources functions (full HR value chain) is managed according to industry best practices and that alignment in the business is ensured with the HR strategy and policies.
- Ensure that facilities owned / leased by the BANKSETA are properly managed and kept safe at all time.
- Ensure that all refurbishment and facilities related projects are implemented within set plans and budgets.
- Ensure compliance with all relevant legislation (OHS, LRA,EE,POPIA,PIA)
- Ensure that all BANKSETA records and data systems are maintained properly.
- Ensure the existence of relevant data security and recovery control processes and systems.
- Ensure proper access and easy retrieval of BANKSETA related information to qualified users.
- Ensure the development of information governance and security policy, standards and procedures.
- Ensure that training related to information security takes place within the organization.
- Ensure that the installation upgrading, maintenance, replacement and modernisation of the existing hardware, infrastructure and software is properly managed and controlled.
- Ensure the effective provision of IT infrastructure technical and service support.
- Develop and drive a corporate marketing and communication strategy and plan.
- Ensure the development and implementation of a corporate identify manual and guidelines.
- Ensure that these are communicated to all relevant stakeholders.
- Ensure that brand integrity is managed across service lines and other relevant activities for BANKSETA, through relevant protocols and policies.
- Share relevant information with a range of BANKSETA stakeholders.

## **To ensure the availability of resources that facilitates service delivery in the Division**

- Manage the utilization of all systems in the Division.
- Develop human resource staffing plans.
- Manage the utilization of ICT systems to ensure they support business objectives.
- Ensure implementation of BANKSETA's performance management system.
- Provide capacity building, through coaching and development of direct reports.

- Undertake climate surveys to determine and address organization staff morale and culture.

### **Continuous improvement and optimization in the organization**

- Identify gaps within current functions and propose recommendations to management to resolve current issues.
- Assist with the compilation of required project plans with relevant milestones, resources and budgets.
- Manage the implementation of different projects and project streams in the BANKSETA.
- Provide regular progress reports to BANKSETA, Accounting Authority and other principals
- Manage Service Level Agreements with third parties per legislation.
- Keep up to date with new developments and changes in own field and within BANKSETA.
- Maintain open and honest communication.
- Engage in problem solving and continuous improvement processes to optimise output of the area.
- Demonstrate visible ownership of business wide initiatives impacting on area of accountability.
- Represent BANKSETA professionally when necessary with external and internal stakeholders.

### **Competencies:**

#### **Values**

- Respect
- Innovative
- Stakeholder Focus
- Professionalism
- Diversity
- Integrity
- Teamwork

#### **Functional/Technical**

- People development and management

- Strategic thinking and leadership
- Business Needs Analysis
- Policy and Standards Design
- and Development
- Employment Legislation
- Business Management
- Reputational Management

### **Behavioural**

- Problem solving
- Initiative
- Results driven.
- Professional
- Stress tolerance
- Interpersonal relations
- Assertive
- Ability to work independently.
- Attention to detail and accuracy

### **Knowledge and Skills Required:**

- Extensive experience in human resource management, business management, organizational performance management, and people management
- Proven track record of successfully leading and managing high-performance teams.
- Knowledge of human capital policies, project management, and financial management principles.
- Demonstrated ability to drive innovation, continuous improvement, and change management initiatives.
- Experience in developing and implementing strategic plans aligned with organizational objectives.
- Excellent interpersonal & communication skills (written & verbal) and the ability to communicate with diverse audiences.

- negotiation and conflict management skills
- Financial, Computer and project/programme management skills
- Public Finance Management Act (PFMA) and Treasury Regulations
- Knowledge /Experience in IT systems to support business operations
- Flexibility in working hours will be required to meet demands of the role.
- May be required to work overtime.
- Valid driver's License

**Required Qualification:**

- A relevant Honours Degree/ Postgraduate Degree in Human Resource Management or Business Management or any related field.
- A relevant Masters Qualification in Human Resource Management or Business Management or any related field.

**Required Experience:**

10 years minimum experience (of which 5 years at senior management level)

Closing date for applications: **23 October 2023 at 16h30.**

**Please direct all applications (CV's and qualifications included) to: [GMCS@bankseta.org.za](mailto:GMCS@bankseta.org.za) with reference number BSGMCS102023**

***Note: Preference will be given to candidates who meet the requirements and in line with the BANKSETA's Employment Equity Plan. White, coloured and Indian candidates are encouraged to apply.***