



## **INTERNAL AND EXTERNAL ADVERTISEMENT**

*Gauteng Enterprise Propeller (GEP) is a Provincial Government agency established under the auspices of the Department of Economic Development, to provide non-financial support; financial support; and co-ordinate stakeholders for the benefit of SMMEs in Gauteng*

### **THE GEP INVITES INTERESTED AND SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING POSITION:**

**General Manager: Corporate Support and Administration (5 years performance based fixed term contract)**

#### **Purpose of position**

Develops strategies, plans, budgets, policies and procedures for the Corporate Support and Administration disciplines to support GEP strategic imperatives; build and maintain the human capital base of the organisation; manage GEP's premises and facilities; and perform the duties and functions and exercise the powers of an executive manager in the organisation.

#### **Key Responsibilities:**

Leads the formulation of GEP human capital and corporate services strategy and budgets in alignment with the strategic plan of the organisation, Provincial Government and Department of Economic Development • Collating information; and submitting proposals for approval • Implements unit plan, policies and procedures • Formulating and submitting budgetary proposals to GEP for consideration and submission to the Board • Oversee and direct implementation of the Human capital management services • Develop human resources key performance areas and result indicators associated with maintaining and building the skills base, performance delivery, employee relationships, retention and wellness at / above required levels • Ensure the provision of information communication and technology management services • Ensures ongoing stability and continuity of IT Operations, and incident management • Develops IT policy, governance framework, plans • Development of Information and Systems Architectures to support GEP business objectives and goals • Develop the provisioning of effective and sound legal advice services • Ensure effective management and provisioning of security and facility management services • Ensure provision of effective and efficient Marketing and Communications services • Ensures timely response to changing market conditions by continually evaluating existing policies against emerging trends and making recommendations accordingly • Manages and oversees the performance effectiveness of staff in the Corporate Support and Administration • Ensuring compliance with governance requirements and enhanced effectiveness; and preparing and delivering reports in the required format, according to agreed reporting plans • Ensure effective and efficient delivery of regular management and Board reports and presentations to the Executive committee and at Board meetings •

#### **Minimum Requirements**

A degree in Business Management , Public Administration, Human Resources or equivalent; post graduate qualification will be an added advantage; Minimum of 8 years in a Corporate Services or similar/ relevant environment of which 3 years should be at a Senior Management role.

### **Competencies (Knowledge, Skills and Attitudes)**

Sound knowledge of the business environment , the relevant role players and their key responsibilities; Knowledge and understanding of the corporate identity of GEP and the mechanisms utilised to govern the corporate identity; Professional knowledge and understanding of the current business development practices, to apply judgement in the best interest of the company; Sound knowledge of the Government and business environments and the application of governance and legislative guidelines e.g. PFMA; Advanced business communication skills enabling verbal and written communication at all levels; The ability to negotiate with all stakeholders in the best interest of GEP and the negotiating party; The ability to maintain high ethical standards both personally and professionally;

**Please forward detailed, updated CV accompanied by a cover letter relating how your experience matches the position.**

GEP advocates for equal opportunities. Previously disadvantaged individuals and people with disabilities are encouraged to apply. Kindly note that full background checks will be done on successful candidates which is inclusive of the security clearance checks. Suitable applicants must e-mail detailed, updated CVs to: **execrecruitment@gep.co.za**, with subject being the position applied for, by no later than 20 October 2017. Note that candidates who have not been contacted within 30 days of the closing date must consider their applications unsuccessful.