



INTERNAL AND EXTERNAL ADVERTISEMENT

General Manager: Corporate Support and Administration (Five (5) years Fixed term performance-based Contract)

Annual Total cost to Company (R1 446 992.60 – R 2 170 488.90)

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 coordinate stakeholders for the benefit of SMMEs in Gauteng.

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 organization, Provincial Government and Department of Economic Development
- Formulating and submitting budgetary proposals to GEP for consideration and submission to the Board
- Oversee and direct implementation of the Human capital management services.
- Leads the formulation of GEP human capital and corporate services strategy and budgets in alignment with the strategic plan of the organization,
- 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.
- 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 service
- 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

- Post graduate qualification in Business Management/ Administration, Public Administration, Human Resources or NQF level 8 relevant equivalent.
- A minimum of 8 years in a Management Environment of which 5 years must be at a Senior Management Position
- A proven track record of leadership and understanding in Public Administration, Human Resources, Legal Services and Marketing Strategies.

Competencies (Knowledge, Skills and Attitudes)

- Business Environment
- Corporate Identity
- Financial Principles
- Legislative frameworks.
- Policies and Procedures
- Negotiation Skills
- Strategic thinking
- Honesty and integrity
- Advanced communication
- Problem Solving
- Analytical
- MS Office,
- Presentation skills

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. Suitable applicants must e-mail detailed, updated CVs accompanied by a covering letter to: **gmcsa@gep.co.za** with subject being the position applied for, by no **later 21 December 2023 at 17h00**. Note that candidates who have not been contacted within 30 days of the closing date must consider their applications unsuccessful. GEP reserves the right to fill or not to fill this position.