

Corporate Services Executive

5 Years Fixed Term Contract

Interested applicants should email a cover letter, recent and detailed CV to:

recruitment@tianaconsulting.co.za

For enquiries, please contact : Ms Refiloe Mosikare @ 011 431 1354

Remuneration : Negotiable

Closing date : 6 March 2026

Minimum Requirements:

A Degree in Human Resources Management (NQF Level 8) * A Master's degree (NQF Level 9) in Business related discipline such as Business Management /Business Administration/ Business Leadership * A qualification in one of the functional specialisations of Corporate Services (information technology, communication, facilities or security management) will be an advantage * 8-10 Years' experience in a senior management role, primarily in HR, and two of the functional specializations of Corporate Services, information technology, communication, facilities or security management.

Summary of the position

The Corporate Services Executive provides strategic leadership over corporate support services functions, which includes human resources management, information & communication technology, security services and facilities management, corporate communications as well as Occupational Health and Safety aspects for the entire plant. The role contributes to OBP strategic objectives by supporting the core functions and improving the effectiveness and efficiency of the organisation through strategic people management initiatives and practices.

Main Responsibilities include:

* **Strategic planning and management** *Contribute towards the development, implementation and monitoring of the OBP Organisational strategy and objectives. *Develop, implement and monitor an Operations strategy for the division that is directly aligned with the organisational strategic objectives *Develop, implement, monitor and review OBP HR policies and procedures as required to ensure alignment with strategic objectives *Research area of focus and advise stakeholders on industry best practice policy and procedure standards and measures *Manage the selection and implementation of relevant systems, frameworks and initiatives that ensure delivery in line with the legislative framework and organisational objectives of OBP *Lead and guide the determination of staffing requirements and overseeing all personnel processes for the division, such as staff development, mentoring, coaching, recruitment and employee engagement *Provide strategic input and advice to the CEO and Board on the formulation of divisional budgets and forecasts.

***Human Resources Management** *Lead organisational development initiatives for OBP *Ensure the periodic review and realignment of OBP's structure *Design refined staffing compliment and budget cost and align to the remuneration policy *Lead the development of work design and job evaluation processes *Ensure grading of all the roles in the organisations structure *Lead the development of remuneration frameworks for OBP *Ensure the design of performance management framework and methodologies in the organisation *Ensure implementation of a competency framework for the organisation *Lead change management initiatives in the organisation *Lead the design of talent management frameworks *Lead all HR planning initiatives: *Provide inputs regarding HR issues in the OBP strategy *Lead the development of an integrated HR strategy and plan including equity plans and workplace skills plans *Ensure the OBP strategic objectives are translated into HR strategy document *Provide

oversight and monitor the implementation of all HR operations *Oversee and lead all recruitment processes in the organisation *Lead the implementation of recruitment and induction strategies *Human Resources Administration *Lead and provide oversight on the implementation of HR administration for OBP

Information & Communication Technology Management *Lead the design and development of specific ICT policies and procedures that are aligned with the organisation's strategic objectives. *Lead the development of a comprehensive ICT governance framework that aligns with OBP's strategic objectives. *Drive the continuous identification of potential problems within current ICT systems and make recommendations to Executive Management regarding improvement to current systems, processes and policies.

Communications *Develop and drive the implementation of a Communications strategy and policy for the organization *Lead and provide oversight to ensure the implementation of effective communication channels with all staff within OBP. *Ensure professional management of the media monitoring of all digital and print publications in respect of OBP. *Ensure the provision of professional content and editing services for OBP aligned with the strategic objectives of the organisation. Lead and manage CSI initiatives for OBP together with its stakeholder.

Security and Facilities *Lead the development and implementation of facilities and security management strategy and programmes *Ensure the development and implementation of bespoke office administrative systems aligned with OBP's objectives. *Risk Management * Lead the mitigation of the division's risk profile through timeous identification of internal and external factors, application of fraud controls and risk prevention principles, and implementation of sound governance and compliance processes.

Remuneration: A Paterson Grade E remuneration package will be offered that is commensurate with experience and qualification of the successful candidate.