WE ARE NOW HIRING

Corporate Services Executive

An exciting opportunity has arisen for Corporate Services Executive the above-mentioned position (Fixed-term contract), based in Onderstepoort, Pretoria North.

Type: **Fixed-term contract**
Closing date: **2 December 2026**
Apply now: **Email CV to: recruitment@tianaconsulting.co.za**

Purpose of the Job:

The Corporate Services Executive provides strategic leadership over corporate support services functions, which includes human resources management, information & communication technology, security and facilities management, Communications (both internal & external) as well as Occupational Health and Safety. The role contributes to OBP strategic objectives by improving the effectiveness and efficiency of the organization. The role is responsible for development and implementation of strategies related to afore mentioned areas. The incumbent must ensure compliance with legislative, regulatory and other related requirements and standards.

Requirements:

- A degree in Human Resource Management, Industrial Psychology, Law (LLB) or equivalent (NQF Level 8)
- A master's degree (NQF Level 9) in a Business-related discipline such as Business Management/Business Administration/Business Leadership is an advantage.
- 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 specialisations of Corporate Services: information technology (IT), communication, facilities or security management.

Other Special Requirements

- Other responsibilities of the role: As determined by the Chief Executive Officer and the requirements of the job.

Key Performance Areas:

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
- Create, communicate and implement a business plan that will enable the achievement of the divisional strategy.
- Develop, implement, monitor and review OBP divisional policies and procedures as required.
- Research area of focus and advise stakeholders on industry best practice policy and procedure standards and measures.
- Ensure the divisional policies and procedures are aligned to the overall OBP policies and procedures.
- 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.

People Management

- Lead the implementation of strategic targets, performance management, and the required cascading of performance objectives in order to drive operational success.
- Responsible for the overall leadership, direction and development of all staff within the division.

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- Maintain a professional environment that sets the example for the business by living the OBP values every day.
- Inspire continuous focus on improving overall productivity through engagement with employees.
- Ensure the creation of an environment where staff are developed, engaged and successfully retained.
- Lead and guide the determination of staffing requirements and overseeing all personnel processes for the division, such as staff development, mentoring, coaching, recruitment and engagement

Financial Management
- Provide strategic input and advice to the CEO and Board on the formulation of divisional budgets and forecasts.
- Lead the formulation of annual budgets on behalf of the division for CEO approval.
- Oversee the division's relevant departmental budgets to ensure alignment to the organisation's revenue and efficiency objectives.
- Ensure the costs are contained while maintaining high levels of impact and performance.
- Lead the development of best practices to achieve the larger Operational financial goals.
- Responsible for overseeing that all organisational assets are managed and maintained to the com

Human Resources Management Lead organisational development initiatives for OBP
- Ensure the periodic review and realignment of OBP's structure
- Lead the design and implementation organisational structuring principles for OBP
- Lead the mapping of business process in terms of future needs
- Design refined staffing compliment and budget cost and align to the remuneration catalogue
- 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.
- Manage the implementation and execution of culture/ staff surveys in the organisation when necessary

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
- Ensure the implementation of transformation targets, and monitor the implementation of equity plan for OBP
- Lead the development of all HR policies and procedures

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
- Lead and ensure talent management and attraction processes are implemented
- Lead the implementation of performance management system in the organisation
- Ensure the implementation of labour relations processes in the organisation

Human Resources Administration:
- Lead and provide oversight on the implementation of HR administration for OBP
- Lead and implement reporting templates and frameworks
- Ensure provision and delivery of HR systems and efficient administration
- Develop and oversee the implementation of HR Benefit Management plan for OBP

Lead the implementation of occupational health and safety and employee wellness

- Lead and ensure the implementation of OHS plans and programmes for the organisation
- Ensure compliance to the occupational health and safety regulations
- Monitor overall compliance to OHS policies and procedures
- Develop and implement an employee wellness programme.

Information & Communication Technology Management

- Ensure sufficient ICT hardware and software availability for OBP.
- Ensure integration amongst ICT platforms in support of the OBP business.
- Ensure the existence of an overarching ICT architecture for the organisation.
- Define ICT vision, determine goals and monitor performance.
- Lead the creation of business process repository.
- Ensure application's integration in the organisation.
- Ensure the implementation of an organizations data and telecom infrastructure.
- Lead the development of a comprehensive ICT governance framework.
- Ensure the adaptation of OBP ICT infrastructure and technologies in line with business imperatives desired efficiencies, and in response to the external environment changes.

Security and Facilities

- Lead the development and implementation of facilities and security management strategies and programs
- Ensure the development of office administrative system
- Lead the management of contracts and lease agreements on OBP facilities
- Monitor the service delivery by services providers
- Review reports and take necessary strategic actions
- Ensure the implementation of security plans and compliance to National Key Point regulations
- Ensure procurement of all safety requirements and measures.

Stakeholder Management

- Lead the identification and mitigation of internal systems and procedural barriers to enhance excellent customer service.
- Develop divisional service standards.
- Build and maintain effective internal and external strategic stakeholder engagement plan for the purpose of management of expectations, knowledge sharing and integration in the interest enhancing the organisation's reputation.
- Provide for the creation and maintenance of mutually beneficial relationships with all relevant stakeholders at the highest level by ensuring that all partner obligations are met, and expectations exceeded.
- Represent and participate in the organisation's executive committees and task teams when required.
- Lead, chair and attend meetings and present findings and business cases to relevant strategic stakeholders when required.
- Lead the management and resolution of complaints through timely resolution and/or escalation as required.
- Direct the evaluation of services related to contracts with external service providers to ensure delivery of required service(s) witing specified standards.

Risk and Compliance Management

- Advise and contribute towards the mitigation of the overall risk profile of OBP.
- Manage the divisional risk register.
- 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.
- Lead the coordination and maintenance of strategic risk management in line with regulatory requirements.
- Oversee the implementation of compliance with policies and procedures aimed at strengthening the OBP reputation and stakeholder interface.

- Ensure the continuous monitoring of changes in the regulatory environment and that appropriate controls are implemented to address new requirements across the division.
- Ensure the support and provision of evidence to all internal and external audit requirements.
- Lead the maintenance and enforcement of related Service Level Agreements to minimise business risk and ensure business continuity.
- Ensure adherence by the team to all relevant legislations, including internal policies and procedures throughout the organisation.

Other Key Competencies:
The candidate must demonstrate the following skills and attributes:

Deciding and Initiating Action

- Takes responsibility for actions, projects and people; takes initiative and works under own direction; initiates and generates activity and introduces changes into work processes; makes quick, clear decisions which may include tough choices or considered risks.

Leading and Supervising

- Provides others with a clear direction; motivates and empowers others; recruits staff of a high calibre; provides staff with development opportunities and coaching; sets appropriate standards of behaviour.

Working with People

- Shows respect for the views and contributions of other team members; shows empathy; listens, supports and cares for others; consults others and shares information and expertise with them; builds team spirit and reconciles conflict; adapts to the team and fits in well.

Adhering to Principles and Values

- Upholds ethics and values; demonstrates integrity; promotes and defends equal opportunities, builds diverse teams; encourages organisational and individual responsibility towards the community and the environment.

Applying Expertise and Technology

- Applies specialist and detailed technical expertise; uses technology to achieve work objectives; develops job knowledge and expertise (theoretical and practical) through continual professional development; demonstrates an understanding of different organisational departments and functions.

Planning and Organising

- Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; identifies and organises resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones.

Persuading and Influencing

- Gains clear agreement and commitment from others by persuading, convincing and negotiating; makes effective use of political processes to influence and persuade others; promotes ideas on behalf of oneself or others; makes a strong personal impact on others; takes care to manage one's impression on others.

Formulating Strategies and Concepts

- Works strategically to realise organisational goals; sets and develops strategies; identifies, develops positive and compelling visions of the organisation's future potential; takes account of a wide range of issues across, and related to, the organisation.

Delivering Results and Meeting Customer Expectations

- Focuses on customer needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical and orderly way; consistently achieves project goals.

Adapting and Responding to Change

- Adapts to changing circumstances; tolerates ambiguity; accepts new ideas and change initiatives; adapts interpersonal style to suit different people or situations; shows an interest in new experiences.

Coping with Pressures and Setbacks

- Maintains a positive outlook at work; works productively in a pressurised environment; keeps emotions under control during difficult situations; handles criticism well and learns from it; balances the demands of a work life and a personal life.

Achieving Personal Work Goals and Objectives

- Accepts and tackles demanding goals with enthusiasm; works hard and puts in longer hours when it is necessary; seeks progression to roles of increased responsibility and influence; identifies own development needs and makes use of developmental or training opportunities.

If you need more information about the position, please contact us on 011 431 1354, one of our Consultants will assist you.