

The South African Weather Service (SAWS) is a Section 3(a) public entity under the Ministry of Forestry, Fisheries and the Environment (DFFE) and is governed by a Board. The organisation is an authoritative voice for weather and climate related services in South Africa and is a member of the World Meteorological Organisation (WMO) to fulfil a range of international obligations of the government. South African Weather Service (SAWS) strives to be a Weather and Climate Centre of Excellence providing innovative solutions to ensure a weather-smart region, sustainable development and economic growth.

The South African Weather Service (SAWS) is therefore seeking to appoint an efficient and enthusiastic person to undertake the role of:

Executive: Corporate Services

Salary total package: Negotiable

Centre: Centurion

(Ref. WS11/012022)

Job Summary:

Responsible for leading and managing the Corporate Services (CS) division in the SAWS (Human Capital Management, Communications, Legal and Facilities management (including security and SHEQ) Stakeholder Management and to ensure the provision of efficient and effective services to SAWS in order to support the delivery of the organisation's mandate and objectives.

Corporate Services Strategy

- Develop and implement the division's strategy in line with the SAWS objectives
- As a member of the EXCO team, drive the SAWS transformation agenda, with emphasis on Management Control and Skills Development.
- Lead the Corporate Services Portfolio towards the development and establishment of a high-performance organisation
- As a member of the EXCO Team, contribute to the formulation and implementation of SAWS strategy and Annual Performance Plans

Administration, Governance, Risk & Compliance

- Responsible for the development of the Division's policies and procedures in accordance with legislative and statutory requirements.

- Manage CS operational performance, operational processes, policies, procedures, and guidelines and ensure compliance with relevant legislation and statutory requirements
- Ensure that the total quality management certification is implemented in accordance with the required guidelines.
- Ensure sound ethics, good governance, and compliance within the Corporate Services function
- Oversee the legal unit and related functions

Reporting

- Responsible for the organisational performance reporting to all relevant stakeholders including the Portfolio Committee, Annual Reporting and the relevant Board Sub-Committee/s and Board within the prescribed timeframes.
- Ensure accurate reporting in accordance with PFMA and other relevant legislative and regulatory requirements and standards
- Provide comprehensive reporting to the Board and Sub-Committee's on all Corporate Services functional matters

Financial Management

- Develop, manage, and monitor the capital and operational budget of the CS division.
- Ensures the effective and efficient budgetary cost control.
- Monitor, recommend and implement corrective measures to rectify deviations/acts contrary to budgetary provisions, financial regulations, audit requirements and departmental procedures

People Management

- Effectively lead and manage the CS division by maintaining a motivated team to deliver on the SAWS mandate within the allocated resources.
- Manage the allocated department's Senior Managers to ensure that SLAs have been met, contracts are managed appropriately, and that the teams' performance is managed
- Promote a culture and practices that reflect the SAWS values and manage the team's performance.
- Determine human resource requirements taking into consideration operational needs, resource capability and any other relevant factors
- Identify and implement programmes aimed at improving the Employee Value Proposition to attract and retain talented employees.

Stakeholder Management and Communications

- Liaise with the Regulators, DEA, Portfolio Committee, AGSA, National Treasury and other stakeholders as mandated.
- Collaborate with the EXCO Team, SAWS management, and the Board in an effort to deliver the SAWS mandate
- Monitor the Employee Relations climate and provide advice on the appropriate action to be taken to maintain harmonious climate.
- Manage the Communications function and branding of the organisation

Required Minimum Education / Training/ Work Experience

- Post-Graduate degree in Business or Public Administration/Commerce/HR/Legal/Humanities (or relevant qualification)
- MBA (added advantage)
- Minimum 5 years' experience at Executive level in business or the public sector
- At least three years' experience in a public sector
- Proven track record in building and leading highly successful and motivated teams,
- Knowledge of relevant legislation and regulations
- Experience in change management

Technical and Behavioural Competencies Required:

- Policy formulation
- Strategy development and implementation
- Organisational performance measurement (strategic, operational, and financial)
- Budgeting
- Leadership and management skills
- Governance and Risk Management
- Leadership
- Strategic Thinking
- Business and Financial Acumen
- Strong Organisational and Planning Skills
- Influencing and negotiation Skills
- Results driven
- Excellent Communication skills
- (Written and verbal/ presentation skills)
- Resilience and influential
- Maintaining confidentiality

Please Note:

Register as user on our website using this link: <https://www.weathersa.co.za/home/vacancies> to apply for the above position and upload your (Comprehensive CV with certified copies of qualifications).

No CVs from recruitment agencies will be considered

Closing Date: 18 February 2022

Enquiries for the above-mentioned positions must be directed to: Ms Zoleka Makongolo, at Tel. (012) 367 6214.

Correspondence will be limited to short listed candidates only. Candidates who have not been contacted within 14 days after the closing date of this advertisement, please accept that your application was unsuccessful. The organisation reserves the right not to fill this position. South African Weather Service is an equal opportunity employer
All applicant's personal information received will be used for purpose of this recruitment process only.

Record Reference	HCM-ADVERT- W11/012022
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