



External and internal Advertisement

Overview of the entity

The Eastern Cape Rural Development Agency is a schedule 3C entity in terms of the Public Finance Management Act, 1 of 1999 as amended, with a mandate to promote, support and facilitate rural development in the Eastern Cape province.

Position	:	Executive: Corporate Services
Task Grade	:	19
Reporting line	:	Chief Executive Officer
Location	:	East London (head office)
Duration	:	5 Years fixed term contract

Main purpose of the position:

To provide effective professional leadership, strategic direction, advisory and support services.

JOB PURPOSE, DUTIES, AND RESPONSIBILITIES OF THE POST

ESSENTIAL REQUIREMENTS OF THE POST:

Education Qualification:

- Master's Degree in Economic or Social Sciences or Human Resources Management or any relevant NQF Level 9 qualification.

Experience:

- 10 years working experience in the related field
- 8 years working at general management level (Equivalent to Chief Director in the Public Service)
- 5 years working experience as the Executive Corporate Service.

- Proven/ Evident successful operational and management within public or private sector
- Code 8 driver's license

Competencies required:

Knowledge
<ul style="list-style-type: none"> • Strategic capability • Good governance • Programme and Project Management • Budgeting and financial management • Ability to communicate effectively • Diversity management • Advanced negotiation skills and diplomacy • Risk Management • Excellent networking and relationship building skills • Team builder with interpersonal skills • Strategic acumen • Well organized and efficient • Honesty and high level of integrity • High level of attention to detail
LEADERSHIP
<ul style="list-style-type: none"> • Strategic Direction and Leadership • People Management • Financial Management • Change Management • Corporate Governance
CORE COMPETENCIES
<ul style="list-style-type: none"> • Moral Competence • Planning and Organising • Analysis and Innovation • Knowledge and Information Management • Attention to details

<ul style="list-style-type: none"> • Communication • Results and Quality Focus
SPECIAL CONDITIONS ATTACHED TO THE POST
<ul style="list-style-type: none"> • Ability to speak and write English. • Willingness to travel long distances • Ability to develop and maintain relations • Code 8 driver's license

KEY PERFORMANCE AREAS

1	<p>CORPORATE SUPPORT MANAGEMENT STRATEGY</p> <ul style="list-style-type: none"> • Formulate and oversee implementation of corporate support management strategies to support strategic objectives of the organization • Oversee the development, management, effectiveness of the organization's leadership strategy • Carry out regular strategy review with the board, spearheading the strategic vision across all fronts of the corporate support business
2	<p>Human Resources Management</p> <ul style="list-style-type: none"> • Oversee the provision of effective Human Capital practices and administration services • Drive the development and maintenance of Human Capital strategies
3	<p>Information and Communication technology</p> <ul style="list-style-type: none"> • Formulate and oversee strategies and framework for management of the provision of information and communication technology • Develop strategies and framework for management of business enterprise systems
4	<p>Legal Services</p>

	<ul style="list-style-type: none"> • Ensure the provision of sound legal advise and litigation support to the organization • Develop strategies and framework for the provision legal awareness on legislation implication • Drive the provision of contracts management to the organization
5	<p>Facilities and Records Management</p> <ul style="list-style-type: none"> • Develop a framework to manage and maintain ECRDA facilities to ensure that they are in the state that is ready to be utelised and safe <p>Formulate and oversee the records management strategy</p>
6	<p>Communication and Marketing</p> <ul style="list-style-type: none"> • Formulate and oversee the development of the ECRDA's communication and marketing strategy • Develop and oversee the management a stakeholder strategy

GENERAL INFORMATION

The application, which should as minimum contain a covering letter, CV, Certified copy of your Identity document, qualifications and driver's license must be submitted to recruitment@ecrda.co.za

For more details, please contact Mr L. Mtumtum on 0664724002.

NB:

- Without prejudice, correspondence will be limited to the short- listed candidates.
- Further be informed that if you have not been contacted within a week of the closing date, please accept that your application was unsuccessful.
- ECRDA reserves a right to appoint or not to make an appointment.
- Interviews will be conducted in person, unless stated otherwise.
- Administrative enquiries may be directed via email to recruitment@ecrda.co.za
- Technical enquiries may be directed to Mr Lungisa Mtumtum on 0664724002

Date of issue : 21 April 2024

CLOSING DATE: 03 May 2024, late applications will not be accepted.