

POSITION : EXECUTIVE DIRECTOR: CORPORATE SERVICES

Duration : 5 YEAR FIXED TERM CONTRACT

Centre : Head Office (East London)

Band : E - Lower

Purpose

To provide strategic leadership and management in respect of the Human Capital Management and Development, IMCT/Knowledge Management, and Head Office Facilities Management functions within the ECPTA.

Requirements

- Minimum three-year tertiary qualification with a post graduate qualification in Human Capital Management.
- A minimum of 10 (ten) years relevant experience of which 5 (five) years at senior/executive management, in a Corporate Services environment.

Key Performance Areas

- **Human Capital Management** - Manage Employee Relations, Employee Wellness, Occupational Health & Safety, Benefits, Reward, Recruitment, Human Capital Administration, Organisational Development and Human Capital Development functions.
- **IMCT Management** - Manage ECPTA IMCT function.
- **Facilities Management** - Manage Head Office facilities, including Security, Maintenance & Cleaning functions.
- **Stakeholder management** – for example Unions, CATHSETA.
- **People Management.**
- **Financial Management.**

NB: In line with the Employment Equity Policy of the Eastern Cape Parks & Tourism Agency, preference will be given to suitable candidates from the designated groups.

Closing Date: 22 March 2024

Please forward your application to: recruitment@ecpta.co.za

- 1) Please submit a comprehensive CV.
- 2) Applications received after the closing date and/or those submitted to an address not listed above will not be considered.
- 3) If you do not receive a response within 60 days, please consider your application as unsuccessful.

The ECPTA reserves the right not to fill any advertised position.

