



EXECUTIVE MANAGER: CORPORATE SERVICES

Ref: CEO 001/10/2020

(5 Years Fixed Term Contract)

THE EMPLOYER

The **Cross-Border Road Transport Agency** is a statutory authority, established in terms of Section 4 of the Cross-Border Road Transport Act, 4 of 1998, as amended, to regulate cross-border road transport.

The position will be based at the Agency' Head Office in Centurion. The incumbent will report directly to the Chief Executive Officer.

Job Purpose:

The Executive Manager will be responsible for providing leadership and direction to the Corporate Services Division. The Division includes Human Resources Management, Legal Services, Facilities Management and Customer Services. He/she will be responsible for all major decisions affecting the work of the Corporate Services Division. And will undertake direct management and leadership of staff reporting directly to him/ her, delegating responsibility where appropriate.

REQUIREMENTS:

Formal Qualifications:

- Postgraduate Qualification in Business Management or Human Resources or Law.
- MBA or MBL would be an added advantage.

Experience:

- A minimum of 10 years applicable work experience at a senior level in human resources management or legal services or corporate services environment, and
- Worked in a regulatory environment (added advantage).

COMPETENCY REQUIREMENTS:

- Strategic Human Resources Management;
- Advanced knowledge in Employee Relations Management;
- In- depth knowledge of Cross-Border Road Transport Act, its Regulations and all applicable legislation (including the PFMA);
- Contemporary knowledge of ethics and standards applicable to HR and legal practice;
- Knowledge in legislation drafting and interpretation;
- Knowledge in contracts negotiations, drafting and vetting
- Project Management Skills;
- Job profiling, Job Evaluations and Grading; and
- Knowledge of facilities management and Occupational Health and Safety.

KEY PERFORMANCE AREAS:

The successful candidate will be expected to: -

- Provide vision for achieving mission objectives through human resources strategy;
- Oversee Corporate Services units and financial risk to the Agency;
- Drive the strategic and operational initiatives for Facilities Management;
- Direct the Customer relationship management function;
- Manage the Agency's legal function;
- Oversee the execution of periodic reviews and development of legislative review proposals (Cross-Border Road Transport Act and its Regulations);
- Prepare amendments to the Regulations to effect annual permit tariff amendments;
- Design and implement systems to promote legislative compliance;
- Interpretation of Cross-Border Road Transport Act, road transport agreements and related transport legislation;
- Advise the Board, Regulatory Committee and management committees on new legislative developments;
- Ensure that department is adequately staffed;
- Train, mentor and coach direct reports;
- Define, review, and manage performance objectives for the division;
- Manage the Agency's Performance Management system; and
- Direct management and supervision of staff.

BENEFITS: The employer offers an all-inclusive market related package.

CLOSING DATE: 27 October 2020

Submit detailed CV's including certified copies of qualifications to: recruitment4@cbrta.co.za and kindly indicate the reference number

C-BRTA reserves the right not to appoint. Short-listed candidates will be subjected to a reference, security clearance and criminal records check.

It is our intention to promote representivity in respect of race, gender and disability through the filling of this position. Candidates whose appointment will promote representivity will therefore receive preference.

Should you not hear from the C-BRTA in 21 days after the closing date, consider your application unsuccessful.
