



Joburg|Market

Joburg Market (SOC) Ltd

Heidelberg Road
City Deep
Johannesburg
2049

PO Box 86007
City Deep
Johannesburg
South Africa
2049

Tel +27(0) 11 992 8000
Fax +27(0) 11 613 7381
E-mail: info@joburgmarket.co.za

EXECUTIVE MANAGER CORPORATE SERVICES SALARY PACKAGE: R 1 407 652.96 PA (Total Cost to Company)

JOB PURPOSE

To provide strategic leadership and oversight of all corporate support functions, including Human Resources, Legal Services, Administration, and Corporate Governance. The incumbent ensures the efficient and effective delivery of these functions in alignment with the JM's strategic objectives, and applicable legislation, thereby enabling quality service delivery. The role also promotes sound governance, institutional performance, compliance, and accountability.

DUTIES AND RESPONSIBILITIES

1. Strategic Leadership and Management

- Provide strategic direction for all corporate support functions.
- Align corporate services with the organization's overall strategy and objectives.
- Lead the development and implementation of policies, frameworks, and procedures.
- Serve as a member of the Executive or Management Team, contributing to broader organizational strategy.
- Develop and implement an HR strategy that supports the JM Smart Market strategy.
- Compile and manage a legal compliance register.
- Develop, implement and monitor an Archives management strategy.
- Develop and implement a training strategy that supports the JM Smart Market Strategy.
- Manage all succession planning and learnership programmes.
- Monitoring and Evaluation of all projects and programmes and report deviations and progress.
- Development of a crisis communication strategy.
- Undertake research to test the JM performance against best practices in relevant forums.

2. Human Resources Management

- Oversee HR strategy, workforce planning, and organizational development.
- Ensure effective implementation of HR policies, including recruitment, training, performance management, and employee relations.
- Promote transformation, diversity, and inclusion in the workplace.
- Management of staff training and performance.
- Management of company archives and documents.
- Management of the payroll function.
- Processing of employee benefits.
- Management of employee wellness initiatives.
- Implement key processes and controls for critical functions.
- Conduct employee verification to mitigate the risk of ghost employees.
- Co-ordinate the legal compliance by all departments
- Manage litigation matters to protect the JM reputation.
- Participate in, and manage JM's involvement with Best Employer brand.

3. Governance and Accountability

- Manage and direct the strategic functioning of the Human Resources, Legal Services and Safety Health Environment & Security environment
- Develop and manage the Operational risk register for the department.
- Clearing of all internal audit and AG findings.
- Development and implementation of all policies and procedures.


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- Reporting to EXCO and Board on all strategic matters and departmental performance
- Reporting on HR issues to the Shareholder as prescribed.
- Ensure compliance with all the legislative requirements, contractual agreements of
- Basic Conditions of Employment Act, Employment Equity Act, Skills Development Act, Labour Relations Act, Shareholder directives and other relevant Acts and Regulations.
- Collaborate with Exco, Manco, the Board and its Sub-Committees to establish goals and priorities for Human Resource solutions to meet organizational needs
- Ensure ethical behaviour in JM employees through development and monitoring of a Code of Conduct.
- Maintain, update and report to EXCO and Board on the JM's legal compliance status.
- Develop and implement a comprehensive stakeholder relations strategy.

4. Legal and Compliance

- Provide oversight for legal services and ensure compliance with all relevant laws and regulations.
- Ensure contracts, MOUs, and other legal instruments are properly managed.
- Oversee corporate governance and risk management practices.

5. Performance Monitoring and Reporting

- Develop KPIs and performance metrics for all corporate services functions.
- Report regularly to the CEO and/or Board on performance, risks, and compliance.
- Promote a culture of accountability and continuous improvement.

6. Leadership and People Management

- Lead, mentor, and develop departmental heads
- Foster a high-performance culture within the Corporate Services Division.
- Ensure succession planning and talent development within the team.

7. Financial Management

- Budget preparation and fiscal management
- Management of departmental assets and liabilities
- Process employee payments.
- Procurement of departmental goods and services.
- Collection of all grants and levies due to JM.

8. Administration

- Oversee general administration services including security, cleaning, and document management.

9. Risk and Change Management

- Identify, assess, and manage risks related to corporate services.
- Lead change management initiatives within corporate support functions.

10. Safety, Health, Environment, Security, and Energy (SHESE) Management

- Provide strategic leadership in the development, implementation, and monitoring of SHESE policies, procedures, and frameworks in alignment with municipal legislation and national standards.
- Ensure compliance with relevant legislation such as the Occupational Health and Safety Act (OHSA), National Environmental Management Act (NEMA), and Energy Efficiency regulations.
- Oversee initiatives to promote a safe and healthy work environment, including workplace hazard assessments, employee wellness programmes, and occupational health monitoring.
- Drive environmental sustainability and climate change resilience through waste management, water conservation, pollution control, and biodiversity protection strategies.
- Ensure adequate security measures are in place to protect municipal staff, facilities, infrastructure, data, and assets, including physical and digital security systems.


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- Promote energy efficiency across municipal operations through energy audits, resource optimisation, and transition to cleaner and renewable energy sources.
- Monitor SHESE risks and performance, and ensure regular audits, incident reporting, and corrective action plans are implemented effectively.
- Foster a culture of safety, accountability, environmental stewardship, and continuous improvement across all departments.

QUALIFICATION AND EXPERIENCE

- Bachelor's degree in Public Administration, Human Resources, Law, Business Administration or a related field or Equivalent NQF 7
- At least seven years' experience at middle management in the field; 3 of which must be at senior management level. Knowledge of the Public / Local Government Sector will be an added advantage.

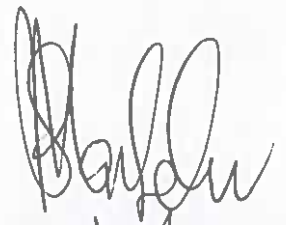
ADDED ADVANTAGE REQUIREMENTS

- Knowledge of the local government sector
- Plus MFMA Minimum Competencies for Senior Managers

Joburg Market is an equal opportunity employer. All appointments will be made in accordance with Joburg Market Employment Equity Policy. JM reserves the right not to make an appointment. Please forward all applications to: Exec-corporate@joburgmarket.co.za. In the subject line please write: EXECUTIVE MANAGER CORPORATE SERVICES. All applications must have attached the following: Application form, Cover Letter, a concise CV, certified copies of ID and supporting Qualifications, if not your application will be rejected. Please note: if not contacted within 12 weeks of closing date, consider your application as being unsuccessful.

N. B. Applicants from Indian, Coloured and White population Groups plus people with Disabilities are encouraged to apply.

The closing date is 8th September 2025 at 12:00 pm.


21/08/2025

