



City of Joburg Property Company SOC Ltd.

1st Floor
Forum 2
Braam Park
33 Hoofd Street
Braamfontein
2017

PO Box 31565
Braamfontein
2017

Tel +27(0) 10 219 9000
Fax +27(0) 10 219 9400

www.jhbproperty.co.za

City of Joburg Property Company SOC Ltd

INTERNAL/EXTERNAL ADVERT

Vacancy : Executive Manager: Strategic Corporate Support
Business Unit : Corporate Services
Reporting To : Chief Executive Officer

Ref: EM: SCS11/2019-11

Five Year Fixed Term Contract

Applicable annual total cost to company is R 2 020 806 (An all-inclusive remuneration package).

Purpose of the position

To ensure the development, implementation and evaluation of corporate services strategies for the provision of service and support that is responsive to client needs and sufficiently dynamic to changes in government direction and legislative change.

Key Performance Areas

1. Strategy framework for corporate support.
2. Framework for human resources implementation.
3. Strategy framework for communication and marketing.
4. Legal service.
5. Office management.
6. Transformation
7. Quality
8. People Management
9. Financial Management



Non-Executive Directors: Moeketsi Rabodila (Chairperson), Prof Hamanth Kasan, Motshubi Letsapa, Maggie Mojapelo, Obakeng Mongale, Kululwa Muthwa, Yongama Pamla, Lonwabo Qina

Executive Directors: Helen Botes (Chief Executive Officer)
Imraan Bhamjee (Chief Financial Officer)
Acting Company Secretary: Makwena Pertunia Mohlabi
City of Joburg Property Company SOC Ltd.
Registration Number: 2000/017147/07



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Qualifications and Experience

- Master is in Business Administration and or MBL or NQF 9 equivalent qualification.
- 12 years' or more proven senior management experience.
- 5-7 at executive management level
- Must possess proven track record with strategy development and program implementation across wide segments of the organisation.
- Detailed knowledge and understanding of corporate services methodologies, analysis, principles and techniques.
- Demonstrate strategic leadership and people management skills.
- Exposure to leading multi-disciplinary support functions including Information Technology
- Solid experience in Public Service and/or Local Government.

Knowledge and attributes

- Flexibility, Creativity & Innovation
- Commercial Awareness
- Action Orientation and Accountability
- Strategic and Leadership
- Judgement and Impact
- Planning & Organising
- Persuasiveness



Non-Executive Directors: Moeketsi Rabodila (Chairperson), Prof Hamanth Kasan, Motshubi Letsapa, Maggie Mojabelo, Obakeng Mongale, Kululwa Muthwa, Yongama Pamla, Lonwabo Qina

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Note:

- JPC is an Employment Equity Employer; therefore, appointment will be made in accordance to the company's employment Equity Policy and Plan.
- Submit a detailed, relevant CV including copies of qualifications via e-mail to **JOBS@jhbproperty.co.za**, quoting the relevant reference and job title. Should you have any queries kindly contact the Human Capital Department Nomthandazo Dlanga on 010 219 9083
- Applicants must note that further checks will be conducted once they have been shortlisted and that their appointment will be subject to positive outcomes on these checks.
- JPC reserves the right not to fill the position or to re-advertise it. Where applicable, candidates may be expected to undergo psychometric assessments.
- It is the applicant's responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide the evaluation results.
- Should you not here from us within 6 weeks after the closing date, you may consider your application as an unsuccessful.

Closing Date: 25 November 2019



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