



# HUMAN RESOURCE AND CORPORATE AFFAIRS MANAGER

Applications are invited from a suitably qualified, innovative, visionary, highly resourceful, competent and experienced candidate for appointment in the administration of the Media Development and Diversity Agency (MDDA) to fill in the position of Human Resource and Corporate Affairs Manager.

MDDA is a statutory development agency for promoting and ensuring media development and diversity, set up as a partnership between the South African Government and major print and broadcasting companies to assist in (amongst others) developing community and small commercial media in South Africa, in terms of the MDDA Act No 14 of 2002.

## The Human Resource and Corporate Affairs Manager will:

- Develop and provide human resource capacity and corporate services to ensure the effective and efficient management and delivery of MDDA services;
- Oversee and monitor effective administrative systems and processes;
- Provide administrative support to the Agency;
- Manage the Supply Chain Management function.

## Key responsibilities include:

- Setting up the Human Resource and Corporate Services unit;
- Develop a strategic and business plan for Human Resource and Corporate Services unit;
- Develop and manage policies and accordingly Employment Equity Plan(s), Succession and Retention plan(s); overall HR strategy and plan, Supply Chain Management plan, Corporate Service plan and any other related responsibility;
- Lead and direct staff in the Human Resource and Corporate Services unit so that they are able to achieve their set objectives;
- Oversee the management of staff functions/disciplines in line with the MDDA relevant policies and procedures;
- Oversee the management of Service Level Agreements with service providers contracted to support MDDA projects;
- Supervise, manage, monitor and evaluate the department's performance and take the necessary corrective action in cases of deviations from policy and procedure;
- Prepare and submit reports to the CEO. Where necessary, communicate with the CEO in order to make informed decisions regarding changes to policies and procedures;
- Monitor the implementation and decisions taken in terms of human resources and corporate services affairs;
- Maintain relationships with key stakeholders of the MDDA;
- Optimise sound labour relations and administer the approved conditions of service with regard to staff;
- Ensure that the Human Resource and Corporate Services unit operates optimally and perform in accordance with the Strategic and Business Plan;

- Develop an operational and activity plan for the Human Resource and Corporate Services unit, in line with the Strategic and Business Plan;
- Monitor and control Human Resource and Corporate Services unit's budget so that spending is in line with approved budgets;
- Plan and oversee the implementation of the Human Resource and Corporate Services programs within approved budgetary requirements;
- Coordinate and integrate activities of other departments with the business of the unit;
- Develop sound business processes to deliver on the MDDA mandate;
- Create and maintain effective communication in the Human Resource and Corporate Services unit;
- Ensure, manage a proper Record Management System for the Human Resource and Corporate Services unit and the Agency;
- Act as Supply Chain Manager;
- Make available appropriate levels of information technologies necessary for efficient, effective and frugal management and delivery of services;
- Make available appropriate levels of information technologies that can contribute to the efficient and effective, administration and management of other programs and Projects of the MDDA.

## Requirements: -

- An appropriate tertiary qualification or equivalent experience with at least 3 – 5 years management and public sector experience.
- Experience with the establishment of a new organisation and/or a new department within an organisation.
- Experience and ability to operate at executive management level.
- Demonstrated competencies through experience in and/or business, HR and management related qualification.
- Knowledge of the PFMA, Preferential Procurement Policy Framework Act and Supply Chain Management in the public sector.
- Strong communication and interpersonal skills.  
Human resources and administrative skills.

Experience in working with the Public Finance Management Act (PFMA); Preferential Procurement Policy Framework Act and Supply Chain Management in the public sector; Public Audit Act and Treasury Regulations would be an advantage.

## Remuneration: -

R494 852.00 total cost to company per annum excluding a discretionary performance bonus. The Human Resource and Corporate Affairs Manager will be reporting to the Chief Executive Officer and the position is based in Parktown, Johannesburg.

Suitable qualified and experienced candidates are invited to submit their CV together with a one page letter of motivation and names of at least three contactable referees to Ms Lihle Mndebela (lihle@mdda.org.za) by 12h00 on the 04 November 2011.

Applications must be accompanied by a recent, updated comprehensive curriculum vitae as well as certified copies of all qualification documents and identity document. Failure to submit the requested documents will result in the application not being considered. Correspondence will only be conducted with shortlisted candidates. **Should you not hear from us within two weeks of the closing date, please consider your application as unsuccessful.** Only applicants who are interviewed will be advised of the outcome of their applications. Successful candidates will be required to enter into performance contracts.

MDDA is committed to employment equity policies and promoting equity, and to equal opportunity employment. Appointment is subject to appropriate reference checks and verification of information provided. The MDDA is under no obligation to fill the position after advertising it and reserves the right not to make any appointment. Although advertised, it may thus either be withdrawn or re-advertised.