

The Ports Regulator was established under the provisions of the National Ports Act, 2005. Its vision is to be regarded nationally and internationally as a world class institution which sets the standards for economic regulation in maritime ports. The Ports Regulator has the following vacancy:



## Manager: Corporate Services (Permanent position) Total Salary package R 1 390 824.83

This position reports to the Chief Financial Officer of the Ports Regulator of South Africa. The successful applicant will have a qualification Honours degree in the field of HR or Business Management environment. The candidate must demonstrate strong administrative capabilities, an understanding of the public sector, as well as the ability to manage processes and projects. This position is subject to undergo benchmarking and revision.

**The successful candidate must:** • Have an Honours qualification in Business Management, an appropriate Masters degree will be advantageous • 5 years' experience in a professional Corporate Services environment at management level • Must have competence in Labour Legislation, Organisational development, Public Finance Management Act, the Constitution and knowledge in other applicable legislation and National Ports Act; • Be competent and have sound knowledge of trends and practices related to IT/ Administration/ Procurement, Corporate Services, Finance and HR.

### The candidate's functions will include:

**Key Functions:** • Contribute and review to execution of the Regulator's mandate as well as the Regulator's Strategic and Annual Performance Plan; • Develop and gain approval for an annual Administration department plan aligned to the strategy. The plan must outline key outputs and targets for the year, resources required, target dates and associated budget requirements. Track and monitor progress against the plan • Prepare monthly management accounts so that financial requirements are met. • Ensure that financial controls are in place and adhered to and creditors are paid accurately. • Prepare financial reports on a quarterly basis • Prepare the annual budget according to the requirements of the department and track spending, report any deviations from the budget • Oversee the administration of the payroll and statutory deductions are made according to statutory requirements • Management and provision of effective recruitment and selection processes • Ensure HR policies are developed, monitored and implemented • Ensure training and development requirements are adhered to • Lead and direct the development and implementation of an employment equity strategy • Ensure IT systems and policies are being managed effectively • Manage the Supply Chain Management department according to the PFMA and National Treasury regulations and SCM Policies • Maintain the SCM policy and ensure all purchases adhere to it • Supplier relationship maintenance the legal interaction with them. • Managing SLA's (Service Level Agreements) that may be in place between the suppliers and the Ports Regulator • Liaise with other departments on their procurement requirements • Ensure cost effective procurement of good and services • Ensure annual training of PRSA Staff on SCM Matters including SCM Officials • Oversee all procurement processes and procedures • Secure, manage office space and property, in line with the appropriate prescripts • Prepare monthly reports and make presentations (skills share) as required • Project manage and participate as an active member of the Administrative Department to facilitate the achievement of its objectives.

**The Ports Regulator is an equal opportunity employer and encourages applications from people with disabilities. Our building is accessible to people with disabilities, and the organisation will take all reasonable measures to accommodate the needs of successful candidates with disabilities.**

The position will be based in Durban, and may entail travel. A competitive remuneration package will be offered to the successful applicant commensurate with their qualifications and experience within the regulatory environment and the Regulator's policies.

**Note:** Candidates may be subject to a round of internal testing together with criminal checks and a security clearance. The Ports Regulator reserves the right not to fill any of the vacancies.

**Applications must consist of the following:** • A comprehensive letter of application which includes: \* Notice periods required in current position \* Date of availability to commence employment \* Employment Equity status \* Residence status (RSA citizen, etc) • A complete CV attached thereto, which includes: \* Thorough academic and work history \* Languages spoken and proficiency \* Responsibilities in each position held • A certified copy of the Identity Document • Certified copies of Senior certificate and other qualifications. Please note that certification must be recent and not be older than 3 months.

**Forward your application, clearly stating the position for which you are applying, in the e-mail subject title, to: [recruitment@portsregulator.org](mailto:recruitment@portsregulator.org) by no later than close of business on \_\_ October 2021. Only short-listed applicants will be contacted.**