

Role Advertisement - Manager - Corporate Support

The South African Geomatics Council (SAGC) is looking for a highly skilled and experienced individual to join our team as a **Manager: Corporate Support**. This is a pivotal role in managing our organisation's finances, human resources, and information technology functional areas while leading the Corporate Support team.


Role Title:	Manager - Corporate Support
Location:	Bruma, Johannesburg
Salary:	Level 12 (Equate)
Role Type:	Full-time
Application:	Submit your CV and a cover letter to registrar@sagc.org.za
Closing Date:	27 January 2025

Role Overview

To manage the organisation by managing the Financial, Human Resources, and Information and Communication Technology processes. The role also involves leading and managing the Corporate Support team to achieve strategic goals.

Key Responsibilities

Finance

- Develop and implement financial policies, procedures and ensure proper procurement and asset management processes.
 - Monitor and ensure the accuracy of invoices and payments.
 - Prepare budgets aligned with the organisation's strategic plan and report progress on actual expenditures quarterly.
 - Manage investment portfolios and propose income-generating activities like conferences and events.
 - Oversee annual financial audits to ensure compliance and secure a clean audit report.
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Information Technology

- Ensure IT systems to enhance registration processes and record-keeping.
- Oversee the security and maintenance of organisational records, including payroll, personnel, and CPD records.

Human Resource Management

- Ensure implementation and maintenance of HR policies covering the entire life cycle of an employee, such as, recruitment, leave, performance management, and staff development, etc.
- Lead succession planning and create career development paths for staff.

General Administration and Risk Management

- Prepare an annual report covering all functional areas of the strategic plan.
- Identify risks and implement mitigation strategies.

Transformation

- Assist with implementing the transformation plan to create an inclusive and progressive environment.

Staff Development


- Establish performance agreements with direct reports and conduct reviews.

Qualifications and Experience

- **Minimum Qualification:** Grade 12 and an NQF Level 6 qualification in Human Resources, Financial Management, ICT, or Public Administration.
- **Preferred Qualification:** NQF Level 7 qualification will be an advantage.
- **Experience:** A minimum of three (3) years of relevant experience in middle management.

Competence Requirements

Knowledge

- Policies, procedures, and management systems.
 - Proficiency in Microsoft Office Suite (PowerPoint, Excel, Word).
 - Familiarity with online meeting platforms (e.g. Microsoft Teams and Zoom).
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- Information Management systems.
- South African labour legislation and human performance improvement practices.
- Familiarity with the South African laws applicable to a regulatory environment, Public Finance Management Act (1 of 1999), Protection of Personal Information Act (4 of 2013)

Skills

- Strong interpersonal, written, and verbal communication skills.
- Advanced computer literacy (Databases, Spreadsheets, and Word Processing).

Attributes

- Political awareness, diplomacy and sensitivity.
- High work standards under pressure and tight deadlines.
- High integrity and credibility with Council leadership and members.
- Strong relationship-building skills with stakeholders.

