



The IDT is a Schedule 2 Public Entity, established as a development management agency. Its primary role is to influence, support and add value to the national agenda. The IDT is mandated to measurably impact on the eradication of poverty and to improve the quality of life of poor, rural and marginalised communities. To assist us in achieving this, we wish to appoint dynamic individuals in the following positions:

POST : **EXECUTIVE HEAD: CORPORATE SERVICES UNIT**
JOB LEVEL : **EL**
REGION : **NATIONAL OFFICE**
LOCATION : **PRETORIA**
DURATION : **5 YEAR CONTRACT**
PORTFOLIO : **CORPORATE SERVICES UNIT**

PURPOSE :To provide strategic leadership and direction to the organisation, being specifically responsible for Corporate Services Portfolio that includes Human Resources Management, Information Technology, Legal Services, Records Management and Facilities management in line with IDT's Corporate Strategy

REPORTING :**Chief Executive Officer**

REQUIREMENTS :Post Graduate Studies preferably in Leadership and Business Management. A Master's degree will be an added advantage. 10 years' experience with a minimum of 5 years at senior management level. **Competencies:** An Ability to interact at strategic level and at high level of authority (i.e. CEO of IDT, the Board of IDT, Minister of Public Works, Portfolio Committee at Parliament); Sound understanding of current issues affecting the development sector; Superior writing skills with respect to report writing; Strong conceptual skills with a demonstrated capacity for robust critical and creative thinking and analysis; Ability to lead and manage a diverse team of creative professionals and Must have a passion for development and a personal vision of wanting to make a difference to the levels of poverty in our country. **Skills:** Sound interpersonal skills; Effective communications, process facilitation and presentation skills; Leadership and people management skills; Strategic planning and management; PFMA, Human Resources Management, Public Services Act and other related legislation; Ability to work under pressure; Programme/Project planning, coordination and management; Budget planning and management; Team management; Computer literacy; Flexibility; Integrity; Decision making skills; Goal orientated and Performance driven and Dynamic and energetic self-starter with self-confidence.

DUTIES : To provide strategic leadership and direction to CSU in line with corporate objectives; Ensure effective and efficient management of CSU; Ensure the implementation of an appropriate people management strategy for the CSU unit; Learning and Growth; Leadership and people management; Strategic planning and management; Ensure the existence of efficient systems incl. HR, IT Contracts Management and document management systems and Ensure effective and efficient management of CSU budget.

Enquiries : **Queen Malema** at (012) 845 2120

The Independent Development Trust is an equal opportunity and affirmative action employer. Preference will be given to candidates whose appointment will enhance the gender and racial representivity of the organisation, in accordance with its equity plan.

Applications must be accompanied by an up-to-date curriculum vitae (including two contactable referees) as well as recently certified copies of all qualifications and the applicant's identity document.

To apply, please forward all CVs to jobs59@idt.org.za. Any questions about the application process may be directed to (012) 845 2000.

Note: Confirmation of appointment will be subject to the applicant undergoing verifications check and confirmation of the applicant's qualifications. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority. The IDT will respond only to shortlisted candidates, who will be interviewed on a date and at a time specified by the IDT. The IDT reserves the right not to appoint anyone to the above post, and to withdraw them, readvertise them or fill them by way of transfer or deployment if this is considered in the interests of service delivery.

The closing date is 11 June 2023