



The National Library of South Africa wishes to make the following appointment at its Pretoria Campus:

Executive Director: Corporate Services
(24-month fixed term contract)

Reference Number: 04/05/2024

Salary Scale: R 1 289 000.02 all-inclusive

The objectives of the National Library of South Africa (NLSA) are to contribute to socio-economic, cultural, educational, scientific and innovative development by collecting, recording, preserving and making available the national documentary heritage and promoting an awareness and appreciation thereof, by fostering information literacy, and by facilitating access to the world's information resources.

NLSA invites applications from suitably qualified persons for appointment on a **two-year performance-based fixed-term contract**. The successful candidate will report to the National Librarian and CEO.

The Executive Director: Corporate Services will provide strategic leadership, support and advisory services through development and implementation of strategic initiatives that support the delivery of quality corporate services.

KEY PERFORMANCE AREAS:

- Provide overall leadership to the Corporate Services Programmes and manage the performance in line with NLSA's goals, objectives, policies and regulations.
- Oversee effective management and strategic development of the NLSA's Corporate Services strategy.
- Develop annual plans and monitor its implementation in line with the strategic objectives of the organisation.
- Report periodically (monthly, quarterly and annually) on the performance of the Programmes (budgets vs actual targets).
- Strategic leadership of the Human Resources Unit, the implementation of policies, plans and people management processes.
- Manage budgets and costs of all the activities by the Corporate Services Programmes.
- Contribute, as a member of the Executive Management team of the Entity, to the development and implementation of organisational, objectives and targets.
- Lead the planning, development and implementation of the organisation's marketing, communications, and stakeholder relations strategies, both internally and externally.
- Ensure continued development and implementation of a long term ICT strategy which supports NLSA's strategic direction.

- Ensure cost effective, best practice and sustainable ICT capability for internal and external stakeholders.
- Oversee Administration and Facilities Management and liaise with key stakeholders in managing key infrastructure projects.
- Recommend priorities and general strategies for facilities management and provide planning and oversight of capital improvement projects.
- Develop Corporate Services' performance measures that supports the Entity's strategic objectives.
- Develop and manage the budget in line with PFMA requirements and treasury regulations.
- Ensure effective internal controls and compliance with audit requirements.
- Ensure the effective and efficient representation of the Corporate Services Programmes in various committees and forums.
- Manage the risks as set out in the NLSA's risk management strategy, including the risk management framework and related plans as set out in the Entity's policies.

MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE:

- A minimum NQF level 9 qualification in Business Administration/Human Resources Management/Legal or an equivalent Qualification.
- Six to ten years of senior management experience in the public service
- Proven experience in strategic planning and policy development in the public sector
- Proven working experience in implementing policies and procedures in administration, financial management and project management
- Knowledge of all relevant legislation including the Constitution of South Africa
- Strong experience in Human Resources Management Sound working knowledge of the corporate governance framework
- Proven experience in monitoring adherence to legislations, regulations and standards
- In-depth knowledge of the NLSA Act

KEY COMPETENCIES AND ATTRIBUTES

- Good communication skills
- Relationship-building and interpersonal skills
- People management, conflict management and conflict resolution skills
- Negotiation skills
- Strategic leadership skills
- Innovative, analytical and organising skills
- Financial management, facilitation and implementation skills

The NLSA is an equal opportunity employer and is committed to the principles of Employment Equity. We encourage applications from people living with disabilities.

NLSA reserves the right to not make an appointment.

Prospective candidates will be subjected to background verification, competency assessments and security clearances.