Vacancy

Agrément South Africa (ASA) seeks to fill the following vacancy based in Pretoria:

Executive Manager: Corporate Services (5-Year Fixed-Term Contract)	
Remuneration	**: R 1 445 865 per annum (All-inclusive Cost to Company)**
Reference Number	**: ASA00101/2026**
Closing date	**: 22 March 2026**

Purpose:

To provide strategic leadership, advisory and support services by designing strategic business plans and implementing an integrated and holistic Human Capital, ICT, Communications, Marketing and Facilities Management support within the Business Units of Agrement South Africa.

Duties and Responsibilities Include (but are not limited to):

Corporate Services Strategy, Policy and Business Processes

Oversee and manage the development and implementation of Human Capital, ICT, Communications and Marketing, and Facilities Management strategies, policies, and business processes for Agrement South Africa by:

- Commissioning research on the latest trends.
- Ensure that all Human Capital, ICT, Communications and Marketing and Facilities Management strategies, policies and business processes contribute to Agrement South Africa's strategic objectives.
- Develop and guide business units on interpreting and effectively implementing Human Capital Management strategies and policies.
- Determine and develop strategic intervention mechanisms where there are problems/challenges to implement efficient, effective, and uniform procedures and policies.
- Review Human Capital, ICT, Communications and Marketing, and Facilities Management policies and procedures from time to time with relevant legislation.
- Development of a strategy for risk management in the division.
- Develop a strategy for implementing the division's risk management processes and procedures.

- Ensure the Implementation of risk management processes and procedures in the division and execution of applicable tasks.

Facilities Management:

Oversee and manage the Agrement South Africa Facilities regarding security, maintenance, and services of work facilities by:

- Investigate the availability and suitability of options for alternative premises.
- Calculate and compare costs for required goods and services to achieve value.
- Plan workspace for future development in line with strategic business objectives.
- Ensure provision of essential central facilities such as reception, security, maintenance, mail, archiving, cleaning, catering, waste disposal, and recycling.
- Ensure that the building meets health and safety requirements and that facilities comply with legislation.
- Plan the best allocation and utilisation of space and resources for new buildings or reorganising current premises.
- Develop a business continuity plan for Agrement South Africa.

ICT Services Management:

Oversee, manage, and coordinate all ICT-related activities and resources by:

- Manage the identification of the organisation's ICT needs.
- Manage the acquisition of identified needs.
- Ensure effective Web and Database administration.
- Manage the implementation and maintenance of ICT network infrastructure.
- Coordinate and manage all Information Technology Services-related projects in support of the organisation's strategic objectives.
- Oversee the provision of an effective ICT client support service.
- Develop, manage, and implement an ICT Disaster Recovery Plan.
- Ensure the implementation and maintenance of an effective ICT security policy.
- Oversee the implementation and maintenance of an ICT security control process.

- Improve knowledge management and data protection.
- Ensure compliance with National Archive standards.

Human Capital Management

Oversee the management of Human Capital Management services, inclusive of HR Development and Talent Management, Organisational Development, Remuneration and benefits, HR Administration, Performance Management, Labour Relations, and Recruitment by:

- Drive the provision of effective Human Capital practices and administration services.
- Drive the development and maintenance of HR strategies.
- Oversee and facilitate Human Capital strategy, organisational effectiveness, and wellness initiatives for the organisation.
- Drive integrated Human Capital Development initiatives to enhance individual and organisational performance.
- Oversee and facilitate the provision of labour relations services.

Communications and Marketing

Oversee and manage Communications and Marketing by:

- Overseeing internal and external communications and marketing activities to ensure that Agrement South Africa's requirements are effective and efficient.
- Develop and review Marketing and Communication policies, processes, and procedures that support the Agrement's goals to align with best practices.
- Develop and oversee a Marketing and Communications plan, which will heighten the reputation and national profile of Agrement South Africa.
- Oversee the management of the work of multiple service providers in line with the Service Level Agreements.
- Track new developments in the industry to improve the effectiveness and efficiency of the Marketing and Communication function for Agrement South Africa.

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Stakeholder Relationship Management

Oversee and manage Stakeholder Relationship Management, Communications, and Marketing by:

- Measure and ensure service-driven outcomes and evaluate and report on results to the Department of Public Works.
- Interact with organised stakeholder forums to drive a coordinated approach to developing a positive stakeholder experience.
- Develop partnerships and share knowledge with relevant stakeholders.
- Oversee strategic interventions contributing to Agrement South Africa's media profile and reputation.
- Monitor trends and benchmark best practices both nationally and internationally.
- Network on various platforms with industry thought leaders to share and discuss best practices.

Ad-Hoc Duties

- Perform any and all responsible tasks given by the CEO

MINIMUM REQUIREMENTS

- Honours/Postgrad Degree in HRM/HRD/Labour Relations/Industrial Psychology (NQF L 8)
- 10 Years' experience in Corporate Services
- Registration with a Professional Body

Managerial and Technical Competencies:

- Understanding of the ASA Act, the public sector environment and transformation challenges
- Knowledge and understanding of BCEA, SDA, EEA, LRA, PFMA, PAIA, POPIA and Public Sector Regulations
- Government Budget Systems and Procedures
- Corporate Services Goals and Objectives
- HRM Strategies and implementation thereof
- Leadership and Strategic Management
- Report Writing, Presentation and Facilitation
- Conflict Management

- Sound Analytical and Problem-solving Skills
- Policy Formulation
- Decision Making
- Interpersonal and Diplomacy (Negotiation & Influencing)
- Relationship Management
- Success Orientated
- Coaching, Mentoring and Performance Management
- Project Management

Generic Competencies:

- Interpersonal Skills (Essential)
- Emotional Intelligence (Essential)
- Communication Skills (Essential)
- Confidentiality (Essential)
- Reporting Skills (Essential)
- Time Management Skills (Essential)
- Co-ordination Skills (Essential)
- Innovative
- Creative
- Work under stress
- Computer Skills
- Presentation Techniques
- Team Working Skills
- Accuracy
- Administrative Skills
- Customer service
- Planning and organising skills
- Professionalism
- Attention to detail

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Candidates will undergo integrity checks and psychometric assessments before appointment. Interested parties should send their applications to **recruitment@agrement.co.za** with the correct reference number by **22 March 2026** at **16h30.**

Preference will be given to people with disabilities, White and Coloured males, and females whose appointment or promotion will meet the requirements for Employment Equity representativity in Agrement South Africa.

The processing of your personal information by ASA will be done in accordance with the POPI Act 4 of 2013.

For detailed Job description visit: www.agrement.co.za

Enquiries: Ms Lesedi Khalo at lkhalo@agrement.co.za

Agrément South Africa reserves the right not to make an appointment.