



DIRECTOR CORPORATE SERVICES

POSITION OVERVIEW

The Director Corporate Services is a highly motivated and experienced individual who will provide visionary and strategic leadership in the Corporate Services Directorate. The Director Corporate Services is responsible for administration, human resources, health & safety, corporate governance & compliance, quality improvement, and facilities management. This position reports to the Chief Executive Officer (CEO).

KEY RESPONSIBILITIES

1. Human Resources

- Lead, develop, motivate, support the staff of the Corporate Services Directorate.
- Develop, implement, monitor and review performance indicators and quality assurance processes.
- Establish a performance culture and, leading by example, ensuring that there is a culture of teamwork and cooperation between members of the team and the broader organisation.
- Develop and promote both a strong customer and high-quality service orientation within the team.
- Oversee disciplinary protocols.
- Maintaining recruitment, retention and termination policies and procedures for the Park's staff.
- Monitoring the Parks compensation standards relative to market benchmarks.
- Overseeing and managing employee benefit policies and benefit provider procurement.
- Overseeing the identification and description of new staff positions and coordinating the recruitment and hiring of new staff.
- Monitoring employment contracts for staff.
- Coordinating performance reviews of all staff



2. Governance and Compliance

- Ensure smooth running of all areas of corporate governance in accordance with legal and statutory requirements.
- Provide Company Secretary Services to ensure all legal and Company Office Requirements are complied with.
- Oversee the Risk Management Framework of the Park
- Ensure sound corporate governance and compliance to all statutory and legislative requirements.

3. Facilities management

- Ensuring that there is a property management plan in place for all sites of the RSTP.
- Direct the operations of property maintenance and repair projects.
- Implementing workspace allocation decisions.
- Managing all the RSTP sites and tenants within the RSTP Special Economic Zone.

4. Strategic Planning

- Collaborate with the CEO and executive team to develop and implement strategic plans for RSTP's growth and development.
- Participate in the evaluation and selection of new business opportunities and investments.

5. Health & Safety Management

- Ensure that programs and processes are in place for the safety of the workplace
- Oversee the coordination and implementation of a comprehensive health & safety program including training, reporting, monitoring, policies, procedures and investigations.
- Ensure all projects comply with relevant safety regulations and standards.



QUALIFICATIONS AND EXPERIENCE

- At least 10 years of experience in positions of progressive responsibility in corporate administration and industrial/labour law issues.
- A Bachelor's degree in Business Administration, Human Resource Management with industrial law or similar is required.
- Master's degree in a relevant discipline from a reputable Institution is desirable.
- Professional background in human resources and/or corporate administration.
- Demonstrated experience in strategic planning and corporate governance.
- Experience in the development and administration of human resource policies and procedures.
- Knowledge of employment and corporate laws.
- Superior people skills in motivating and mentoring talented staff

CORE COMPETENCIES

- Strategic thinking
- Excellent communication, decision making and interpersonal skills
- Well-developed written and oral communication skills
- Ability to work under tight deadlines
- Flexible and able to work outside of normal office hours when necessary
- Dispute resolution / Conflict handling
- High ethical standards and commitment to integrity

APPLICATION PROCEDURE

- Applications must be directed to Recruitment Consultant, KQ Consulting (Pty) Ltd
- Emailed to: recruitment@kq.co.sz
- **Closing Date: 10th March 2026**
- Appointment subject to verification, assessments and reference checks
- Correspondence limited to short-listed applicants only