



## JOB TITLE: GROUP EXECUTIVE: HUMAN CAPITAL AND FACILITIES

Closing Date: 15 May 2025

Fixed Term Contract (FTC): 5 years

Location: **Pretoria**

Division: **Human Capital and Facilities**

Submit Applications to: [executiveHCF@sedfa.org.za](mailto:executiveHCF@sedfa.org.za)

<b>OVERVIEW</b>	<p>Small Enterprise Development and Finance Agency Ltd (<b>Sedfa</b>), a development finance institution responsible for the provision of financial and non-financial support to Micro, Small, and Medium Enterprises (MSMEs) invites qualified candidates to apply for the <b>Group Executive: Human Capital and Facilities position</b>.</p> <p>The institution is a merged entity between the Small Enterprise Finance Agency (sefa), Small Enterprise Development Agency (Seda), and Co-Operative Banks Development Agency (CBDA). The entity is listed as a Schedule 3B National Government Business Enterprise, with the State as the sole shareholder and the Department of Small Business Development as the Executive Authority.</p>
<b>NO. OF INCUMBENTS</b>	1
<b>MAIN PURPOSE OF THE JOB</b>	To strategically direct and oversee the implementation of modern and customised Human Capital and Facilities management solutions across <b>Sedfa</b> . This position aims to strengthen the value of the organization's human capital by strategically managing, directing, and developing the <b>Sedfa</b> workforce. This position guides and provides advice to line management on the best practice tools in human capital management.
<b>REMUNERATION</b>	Negotiable
<b>REPORTING TO</b>	Chief Executive Officer
<b>KEY PERFORMANCE AREAS</b>	<ul style="list-style-type: none"> <li>Participate in the development and implementation of <b>Sedfa</b> strategy and resourcing strategic objectives sustainably.</li> <li>Develop and oversee Human Capital and Facilities strategies, policies, guidelines, and business plans.</li> <li>Lead and direct the Human Capital and Facilities function to build and maintain a high-performance culture.</li> <li>Ensure robust OD function in the entity.</li> <li>Oversee the provision of Human Capital Operations services.</li> <li>Oversee the provision of Facilities Management services.</li> <li>Participate as a member of the <b>Sedfa</b> executive committee.</li> <li>Assure the embedding of risk, compliance, and audit practices in all the Division's processes and systems.</li> <li>Manage the Division's resources (people, finance, and assets).</li> </ul>
<b>REQUIRED MINIMUM QUALIFICATION</b>	<ul style="list-style-type: none"> <li>NQF Level 8 in Human Resources/Commerce/Business related discipline such as Business Management/Business Administration/Human Resources Management.</li> <li>NQF Level 9 in Human Resources/Commerce/Business related discipline such as Business Management / Business Administration/Human Resources Management would be an added advantage.</li> </ul>
<b>REQUIRED WORK EXPERIENCE</b>	<ul style="list-style-type: none"> <li>10+ years of hands-on experience in a Human Capital, of which 5 years' experience should have been in a Senior Management role.</li> </ul> <p><b>Able to demonstrate:</b></p> <ul style="list-style-type: none"> <li>Knowledge and experience in Facilities Management</li> <li>Knowledge of Strategy Development, Planning and Monitoring and Evaluation</li> <li>Knowledge and experience in the application of legislation that impacts Human Capital function such as the Labour Relations Act, Basic Conditions of Employment Act, and Occupational Health and Safety Act.</li> </ul>



<b>CRITICAL COMPETENCIES</b>	<b>Advanced level of competencies required:</b> <ul style="list-style-type: none"> <li>• Strategic Thinking &amp; Capability</li> <li>• Leadership &amp; Collaboration</li> <li>• Managing a Team</li> <li>• Coaching &amp; Mentoring</li> <li>• Change Management</li> <li>• Regulatory Knowledge</li> <li>• Policy Development &amp; Adherence</li> <li>• Emotional Intelligence</li> <li>• Communication</li> <li>• Stakeholder Engagement</li> <li>• Analytical Mindset</li> <li>• Business Acumen</li> <li>• Problem-Solving &amp; Decision-Making</li> <li>• Adaptability &amp; Flexibility</li> <li>• Negotiation</li> <li>• Financial Acumen</li> <li>• Risk Management</li> <li>• Ethical Judgment and Integrity</li> </ul>
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**NB: Sedfa** is committed to the pursuit of diversity and redress. The organisation intends to promote equity and representativity in terms of race, gender, and people living with disability. Previously disadvantaged Individuals are encouraged to APPLY.

- The appointment of candidates is subject to the verification of all their credentials (employment history, educational, financial, criminal, and any other checks as may be necessary).
- Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only.
- Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA).
- All shortlisted candidates for Executive Management posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment, and (3) personnel suitability checks on criminal record, citizenship verification, financial records check, qualification verification, and reference checks.
- Shortlisted candidates will be subjected to a pre-employment screening and security vetting to determine the suitability of a person for employment.
- Please note that only shortlisted candidates will be contacted, and if you have not heard from us within three (3) months of submitting your application, please consider it unsuccessful.
- Please note that by applying for this position, you permit **Sedfa** to process your personal information in compliance with POPI ACT.

**APPLICATIONS: Candidates must submit the applications to: [executiveHCF@sedfa.org.za](mailto:executiveHCF@sedfa.org.za)**

Please quote the position in the subject line (email) when applying.

**Email for enquiries: [executive-inquiries@sedfa.org.za](mailto:executive-inquiries@sedfa.org.za)**

**NB:** Applications received after the closing date will not be considered.