

**ROMPCO Job
Opportunities**



General Manager: Corporate Services

ROMPCO Sandton, Gauteng, South Africa (Hybrid)

Overview and Job Purpose

To be accountable for ROMPCO's corporate culture

To monitor and manage activities of Corporate Service business areas (i.e. HR, IT, Office Mgmt. & Facilities Mgmt.)

To drive and oversee internal and external capability development across ROMPCO operations

To supervise IT planning and project management, and oversee all IT-related activities, ensuring stable and secure IT infrastructure.

To attract, develop and retain a strong ROMPCO team and monitor and review performance of personnel.

To be responsible for managing the employee lifecycle from hiring to separation

Responsibilities

Overall management of corporate services function

- Provide leadership, direction and management of the CS function
- Develop strategies (including strategic plans and operational targets) for the Corporate Service business areas (i.e. HR, IT, Office Mgmt. & Facilities Mgmt.)
- Define the budget of the CS function
- Carry out yearly performance review of the CS team
- Ensure professional development of all CS employees
- Oversee internal and external capability development related to CS business areas

Human resources

- Attract, develop and retain skilled & motivated employees
- Build a strong ROMPCO team
- Develop & implement the annual HR business plan
- Implement all HR-related policies, including those related to onboarding, recruitment, payroll and employee development & training
- Provide hands-on management of core HR services (including workforce planning, performance management and talent management) to drive high-quality execution of HR operations
- Embed all elements required to develop and sustain a unique and healthy ROMPCO culture and identity

- Oversee all recruitment activities
- Manage ROMPCO change management programmes
- Ensuring compliance with labor laws and regulations
- Conducting performance evaluations and providing feedback to employees
- Preparing and presenting HR-related reports to management
- Manage employee relations and grievance processes
- Manage reviewing and updating of job descriptions
- Develop ROMPCO's compensation and benefits strategy to ensure internal equity and external competitiveness
- Lead the Employment Equity and Skills Development Committee and ensure all legislative requirements are met

Information Management

- Supervise IT planning and project management
- Ensure stable and secure IT infrastructure
- Determine and meet business IT needs
- Setting budgets and controlling IT costs.
- Managing the IT department and ensuring the smooth operation of all technology systems
- Collaborating with other executives to integrate technology solutions across departments
- Plan and manage implementation of processes and procedures, tools and techniques for monitoring and managing the performance of automated systems and services

Office and Facilities Management

- Oversee management of the ROMPCO facilities and office management for all ROMPCO offices
- To be the custodian of ROMPCO's asset register
- Ensure processing of external incoming and outgoing correspondence and courier services
- Manage the ROMPCO office space (equipment, utilities, repairs, maintenance)
- Ensure building maintenance and repair services
- Ensure access control and security/protection services
- Review, develop and implement SHE policies and procedures
- Lead SHE committee to ensure legislative compliance
- Monitoring the safety and cleanliness of interior and exterior areas, such as offices, conference rooms, parking lots and outdoor recreation spaces
- Performing routine maintenance on facilities and making repairs as needed
- Collaborating with building owners and upper management on budgeting for facilities needs

Qualifications

Minimum qualifications

- BCom Honors qualification in Industrial and Organisational/HR Management Psychology (or similar)

Additional qualifications

- Related Master's degree
- Global Remuneration Professional (GRP) certification will be an added advantage.

Minimum experience

- 5 years managerial experience with experience at a senior management level, including experience managing a budget of >USD 2 Mn and directly supervising 3 – 6 people
- 10+ years relevant work experience
- Proven working experience in a highly regulated environment
- Demonstrated ability to build and sustain relationships at multiple levels
- Experience supervising technical and non-technical personnel
- Experience working across multiple cultures and a keen socio-political awareness
- Experience in leading strategic human resources projects)
- Proven experience in talent management and implementing change management processes
- Proven experience in culture development and managing diversity, inclusion and belonging
- Experience with corporate governance and risk management

- Experience in internal and external stakeholder management

Additional experience

- Experience in IT planning and management
- **Seniority Level**
 - Executive
- **Industry**
 - Oil and Gas
- **Employment Type**
Full-time
- **Job Functions**
 - Management
 - Manufacturing
- **Skills**
 - Change Management
 - Business Unit Management
 - Human Resources (HR)
 - Strategic Planning
 - Organizational Culture
 - Facility Management (FM)
 - Leadership Development
 - Executive Coaching
 - Information Technology
 - Budget Management

Interested candidates can apply by sending a comprehensive CV to mphe.sekoala@rompco.co.za no later than 15 August 2025.

ROMPCO is an equal opportunity employer. ROMPCO'S approved Employment Equity Plan and targets will be considered as part of the recruitment process.