



JOB PROFILE

| POSITION DESCRIPTION | |
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| Position Title | Senior Manager: Human Capital Management |
| Purpose | To lead, manage, and direct the Human Resources function of the organization through the development, design and alignment of systems, procedures and controls guiding critical human resources strategy, interventions, application and outcomes. Provision of strategic advice on critical initiatives with respect to human resources management, administration and development aimed at supporting the accomplishment of the organization's performance areas and delivery objectives. This position will co-ordinate and oversee the implementation and control of the NDA performance management system, change management, training and development, employee/labour relations, employee wellness programme and HR planning and provisioning. |
| Division | Corporate Support Services |
| Reports To | Executive: Corporate Support Services |
| Position location | Head Office |
| Peromnes Grade | |
| Number of Direct Reports | 5 |

| POSITION REQUIREMENTS | |
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| Minimum Qualification | <ul style="list-style-type: none"> • Bachelor's degree in Human Resources Management |
| Essential Experience | <ul style="list-style-type: none"> • Five (5) years' experience in human resources management and development of which at least 3 years must have been at management level. • Practical experience in Employee Relations • Experience in developing and implementing HR strategy and programmes, policies and procedures. |

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| Knowledge | <ul style="list-style-type: none"> • Extensive knowledge of performance management systems and interventions • Extensive knowledge of OD/change management methodologies • Extensive knowledge of training and development methodologies • Knowledge of project management • Sound working knowledge of employee wellness programmes and methodologies • Sound working knowledge of LRA Act, CCMA proceedings, Labour Court, EE Act, SAQF, SETA, SDA, etc. |
| Skills & Abilities | <ul style="list-style-type: none"> • Leveraging diversity • Negotiation • Service motivation • Creativity & innovation • Financial management • Good organisation skills • Good interpersonal skills – all levels • Excellent communication skills – verbal, written • Problem-solving • Excellent presentation skills • Good relationship building skills • Good computer skills • High levels of sensitivity and discretion • Change agent |

| MAIN AREAS OF RESPONSIBILITY | |
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| Strategic Planning & Management; General Organisation Development | <ul style="list-style-type: none"> • Provide professional leadership and oversight to the HR Department • Coordinate the development of Human Resources Management and Development Strategy. • Mapping out current and future Human Resources requirements taking into consideration operational needs, skill scarcity and retention capability as influential factors • Drafting immediate, long term and long term result indicators to address critical human resource needs and interventions for key functional areas within the organization in accordance with legislative framework (e.g Employment Equity Plan, Workplace Skills Plan). • Oversee the roll out of HR Value proposition. • Analyse the organisation's investment in its human capital strategy, preparing and consolidating estimates of requirements to support continuous improvement and personnel development. • Prepare and manage Human Resources budget • Develop, document and implement HR policies and procedures • Provide implementation support regarding the culture and change management initiatives as introduced by the organization. • Responsible for the development of human resources policies. |

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| | <ul style="list-style-type: none"> • Manage communication and implementation of HRD strategies, policies and procedures to line managers • Provide inputs on the directorate's monthly, quarterly and annual reporting on HR matters. • Apply knowledge in organisational assessment to support the design, development, evaluation and implementation of change management programs and organisational problem solving. • Facilitate and oversee employee climate surveys. • Identify batteries suitable for psychological testing used to assess skills, abilities, and interests for the purpose of employee selection, placement, and promotion. |
| Performance Management | <ul style="list-style-type: none"> • Oversee the implementation of individual performance management system, including various tools, in relation to compliance, effectiveness and improvement • Facilitate the assurance of performance management standards and measures for the organization. • Oversee the preparation of performance management compliance and trend reports • Investigate trends and inefficiencies within the performance management system and develop corrective performance management interventions • Train, advise and support management and staff on managing performance systems and inefficiencies |
| Training and Capacity Building | <p>Oversee and Facilitate the following:</p> <ul style="list-style-type: none"> • Training needs and identify courses/modules/programmes to rectify inefficiencies and in support of OD interventions • Responsible for the NDA's skills development plan • Coordinate the process of service provider to render services in support HR programmes • Monitoring of training effectiveness and show return on investment • Coordinate the provision of the roll out of study assistance programme • Preparation and submission of statutory reports, e.g Annual Training Report, Employment Equity Report. • Participation in the relevant Sector Forums. |
| Quality of Work-life Programme | <ul style="list-style-type: none"> • Develop, implement, monitor and report on the Quality of Work-life Programme including strategies, policies and procedures • Train and advise management and staff on employee wellness policies and procedures • Report on Employee Assistance Programme, such as usage of counselling facilities and industry trends |
| Labour Relations | <ul style="list-style-type: none"> • Train and advise management on Employee Relations legislation, processes and issues in conjunction with the legal and risk manager • Coordinate the negotiation and bargaining platforms. • Liaise with organized labour on employee relations. • Manage disciplinary processes and procedures including representation of the employer in dispute resolution forums, e.g CCMA • Report on employee relation activities internally and externally |
| Recruitment, Talent and Employee | <ul style="list-style-type: none"> • Oversee the development and implementation of the organisation's succession plan and review thereof. |

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| Orientation Management | <ul style="list-style-type: none"> • Oversee management of recruitment function and recruitment assessment process • Manage the maintenance and updates of staff establishment/vacancy database • Oversee the induction programme including employee orientation • Deliver on all aspects with regard to Employment Equity through the designing of an EE plan, its implementation and the monitoring and reporting thereon |
| People Management | <ul style="list-style-type: none"> • Guide, lead and direct subordinate staff so that they are able to achieve the objectives set for them • Monitor and manage staff performance in compliance with the NDA Performance Management policy and processes • Identify staff training and development needs and ensure that they are addressed and implemented • Practice sound labour relations within the approved conditions of service with regard to subordinate staff • Promote and maintain a positive working relationship between the subordinate staff and the entire NDA • Support line managers on all HR related issues |
| HRM Administration and benefits | <ul style="list-style-type: none"> • Develop, implement and maintain standard operating procedures for HR policies and processes. • Ensure compliance with legal prescripts, HR policies and procedures. • Keep track of all changes on employee benefits and ensure that changes and updates are effected. • Provide advice and assistance to other departmental managers on interpretation and administration of personnel policies and procedures • Management of employee benefits including salaries, pension fund etc. • Oversee the management of payroll and related activities. |
| Financial Management | <ul style="list-style-type: none"> • Responsible for the preparation and implementation of the annual budget for the business unit. • Apply sound financial management principles, provide appropriate sign-off for budget expenditure and contribute towards cost saving measures. |
| Governance and Accountability; Reporting. | <ul style="list-style-type: none"> • Manage and direct the strategic functioning of the HR Business Unit • Develop and manage the Operational risk register for the HR Business Unit. • Responsible for management and clearing of internal and external audit findings for the Business Unit. • Management and monitoring of all HR Vendors/Suppliers to ensure compliance with the service level agreements and deliverables. • Initiate risk mitigation processes for identified risks within the operations of the area of responsibility • Quarterly reporting on the identified risks and risk mitigation strategies • Implement improvement in relation to operational controls as reported on by Internal Audit • Prepare and give inputs on Directorate's monthly, quarterly and annual reporting. |

KEY RELATIONSHIP INTERFACES

| Internal Relationships - other than reporting lines (manager and subordinates). * | External Relationships (With Local/Provincial structures and other key parties, specify) |
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| Signed by: (Job Holder) | Authorised by: |
| Date: | Date: |