JOB PROFILE

POSITION DESCRIPTION	
Position Title	Manager: Organisation Development
Purpose	The incumbent will facilitate, develop and monitor the implementation of organisational development and transformation in the NDA.
Directorate	Corporate Services
Reports To	Senior Manager: Human Resources
Position location	National Office
Peromnes Grade	7
Number of Direct Reports	2

POSITION REQUIREMENTS	
Minimum Qualification	• A degree in Human Resources/ Industrial Psychology • An additional qualification in organisation development or human resource development is an added advantage
Essential Experience	• At least 4 years' experience in Human Resource Development and Organisational Development • At least 2 years' experience in a middle management position
Knowledge	• Knowledge of HR related legislation • Understanding of business processes • Knowledge of job design and evaluation systems • Knowledge of performance management frameworks and systems • Understanding of the Skills Development Act and the machinery in South Africa
Skills & Abilities	• Strategy development and analysis • Risk management • Development of systems, processes and tools • Facilitation and communication skills
Personal Attributes	• Initiative • Analytic • Decisive

MAIN AREAS OF RESPONSIBILITY	
Organisational culture	- Facilitate the development of a values charter for the NDA - Design programmes to promote the NDA values and code of conduct amongst NDA employees - Conduct regular employees surveys to solicit feedback on working environment from employees and facilitate the implementation of recommendations thereof - Develop and/or support change and transformation programmes within NDA
Organisational design and development	- Design and update organisational structure - Develop a competency framework f and dictionary for the various functions and levels within the organisation - Design and evaluate jobs - Develop a career management framework in the NDA - Develop a talent management and succession planning strategies for the organisation
Performance management	- Develop an employee performance management framework, policy and tools aligned to the organisational performance - Develop an employee wellness policy and programme - Conduct skills audit/competency assessments - Assist the organisation to regularly analyse and report on employee performance - Develop a performance improvement programme - Develop an incentive/award programme to promote good performance
Human Resource Development/Skills Development Facilitation	- Develop a human development strategy and design relevant programmes for NDA - Ensure NDA's compliance with the Skills Development Act - Develop and implement talent management and succession strategy and plan, aligned to the long-term strategic intentions and objectives - Facilitate management development programmes where required - Ensure compliance with the Skills Development Act and the requirements of the relevant SETA

KEY RELATIONSHIP INTERFACES	
Internal Relationships - other than reporting lines (manager and subordinates). *	**External Relationships (With Local/Provincial structures and other key parties, specify)**
- Office of the CEO – Corporate Planning and Reporting - Monitoring and Evaluation Unit - Communications and Marketing Unit - Knowledge Management Unit - Skills Development and Employment Equity Committee	- SETAs - Institutions of higher learning - Department of Social Development - Department of Public Service and Administration - HR Service Providers and Consultants

Signed by: (**Job Holder**)	Authorised by:
Date:	Date: