

The ETDP SETA seeks to appoint a suitable, qualified Head of Department: HR to execute the Human Resources strategy and effectively manage HR operations by partnering with business units to achieve the ETDP SETA objective.

Head of Department: Human Resources [Ref. 1930/07]

Salary: R 992 836 per annum (Total Cost to Company)

Job Purpose: The Head of Department: HR will manage and administer the Human Resources Unit. The successful incumbent will be primarily responsible for developing policies and procedures, overseeing payroll and recognition programmes, implementing workplace safety initiatives, and reassessing the organization's HR strategy to ensure that the organization reaches its strategic business objectives continuously. Reporting to the Manager: Corporate Services, the incumbent will provide operational support in the following areas: HR Planning, Recruitment and Selection, Training and Development, Performance Management, Remuneration Management and Employee Relations. The successful candidate will be based at the ETDP SETA Head Office in Johannesburg.

Minimum Requirements

- A Bachelor's Degree in Human Resources Management.
- A Postgraduate degree in Human Resources Management or a related field at NQF Level 8 will be an added advantage.
- At least five (5) years in Human Resources Management with at least three (3) years of proven experience at management level in the HR environment.
- Strong knowledge of employment laws and regulations.
- Experience in designing and delivering coaching/mentoring, learning and development and talent management programmes.
- Experience in designing and writing HR policies, procedures, offers and employment contracts.
- Comprehensive experience in matters pertaining to labour relations.
- Thorough understanding of all South African labour legislations and statutory requirements as well as the implementation thereof.
- Experience using HR Information Systems with knowledge of various software systems, e.g., SAGE Payroll, HR Premier and quality management systems, etc.
- Thorough knowledge of the principles of conflict and dispute resolution.
- Advanced numeracy and computer literacy skills (MS Office packages).
- Excellent communication (verbal and written) and interpersonal skills.
- Ability to support and influence all stakeholders, including Managers across the business units.
- Report writing skills and excellent presentation skills

- Knowledge of programme and project management.
- Ability to deal with matters with tact and diplomacy, discretion and confidentiality.
- Problem-solving and change management skills.
- Team worker with excellent interpersonal skills.
- Ability to work under pressure and without supervision.
- Ability to understand and respond positively to staff requests and work collaboratively with other business units.
- Ability to manage multiple tasks and successfully meet deadlines.
- A valid driver's licence and willingness to travel is essential.

Duties and Responsibilities

- Develop and implement Human Resources Management strategies to align with the business objectives.
- Develop and implement HR policies and procedures in line with the ETDP SETA objectives and legal requirements.
- Implement and manage human resources projects
- Manage and oversee all recruitment needs for the company, including implementing and continually developing a robust recruitment process to ensure that the recruitment and selection processes are timeously followed.
- Establish and maintain appropriate systems for identifying, planning, delivering and measuring learning and development.
- Manage a training plan that details required training delivered within the agreed/specific timescales and ensure outcomes are appropriately measured and reported on.
- Oversee training and development initiatives undertaken by staff in line with identified training needs to enhance employee skills and knowledge.
- Develop and implement performance management systems and strategies, including creating and facilitating performance-focused training plans and sessions.
- Oversee and manage the implementation of the ETDP SETA Performance Management System and identify opportunities for performance improvement through reviews to understand barriers and possible solutions.
- Provide support to staff in ensuring proper completion of performance management documentation and the associated performance management processes.
- Deal with staff issues at all levels regarding matters of a confidential nature.
- Personnel Management and Administration, including proper record-keeping and update of all personnel files, ensuring that all personnel have signed contracts of employment that are in line with BCEA as amended and are reviewed continuously, including Leave Administration for all employees in line with the company's Leave Policy.
- Manage the day-to-day personnel administration functions.
- Build and manage the employer-union relationship to ensure constructive and mature relationships, improve employee relations, provide pro-active advice and consultation on labour matters, and increase the sound labour relations practices within business units.

- Payroll Management ensuring compliance with relevant legislation, including accurate and timely salary payments, proper accountability, and reconciliations of these payments in line with company policy and statutory SARS regulations: this includes maintaining a salary grading structure in line with the approved Salary Grading Scale.
- Advise management and union officials in developing, applying, and interpreting labour relations policies and practices according to the HR Policy.
- Support the facilitation and resolution of employee conflicts/issues and arrange and schedule meetings regarding the investigation and resolution of grievances.
- Responsible for managing and providing advice on disciplinary matters.
- Specifically monitor the implementation of policies regarding working conditions, work hours, etc. to ensure compliance with employment contracts.
- Provide information and statistical data concerning labour legislation, labour market conditions, prevailing union and management practices, salary surveys and employee benefit programmes for review in current employment contract provisions, proposed changes and salary negotiations.
- Serve on various committees, e.g., the Occupational Health and Safety Committee, Bursary Committee, Pension Fund Committee, HR Committee, etc.
- Submit accurate monthly, quarterly and yearly HR reports.
- Submit Human Resource input for the annual report to highlight achievements and demographics.
- Prepare documentation for internal and external auditors to review.
- Liaise with Auditors on audit findings, follow up on queries and the actions to be taken.
- Submit a budget for approval in accordance with policies and procedures, monitor expenditure against budget, and ensure spending occurs within budgetary limits.
- Peruse monthly expenditure statements from Finance and address anomalies.
- Set performance objectives for the HR team by cascading Corporate Services initiatives into individual performance contracts.
- Perform any other tasks as assigned by the Manager: Corporate Services.

The successful candidate will enter into a performance contract with the ETDP SETA.

Interested applicants (who qualify in respect of all the criteria) are invited to submit a detailed and recent Curriculum Vitae (CV) with contactable previous employment references, certified copies of all qualifications and certificates, including the National Senior Certificate, certified and clear copies of the Identity Document as well as a valid driver's licence (**the certified copies should not be older than six months**) and a motivational letter highlighting previous experience and career achievements related to the position.

The applicant is responsible for submitting their foreign qualifications accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA).

Applications quoting the relevant job title and reference number must be submitted via email to sarah@tothetrecruitment.co.za.

The closing date for all applications is 05 July 2024 at 16h00.

The appointment will be made in accordance with the ETDP SETA's Employment Equity Plan and Policy. The ETDP SETA promotes the employment of people with disabilities, who are encouraged to apply. Correspondence will be entered into with shortlisted candidates only.

Protection of Personal Information Act, Act 4 of 2013 (POPIA)

By applying for this position, you hereby acknowledge that you have read and accepted the following Protection of Personal Information Act, Act 4 of 2013 (POPIA) disclaimer:

- I hereby give consent to the ETDP SETA to process my personal information as part of the recruitment process.
- The ETDP SETA shall take all reasonable measures to protect the personal information of applicants, and for the purpose of this disclaimer, "personal information" shall be defined as detailed in the POPIA.
- **The ETDP SETA reserves the right to withdraw or not to fill the position for whatever reasons.**

Applications submitted without the required above-mentioned certified copies, as well as applications received late, will not be considered.