

**JOB SPECIFICATION**

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| **JOB INFORMATION**  **Job Title**: Human Resource Manager  **Post Code**: A**-** HR & CM 01  **Department**: Human Resources  **Normal Hours of work:** As business dictates  **Normal place of work**: Parktown, Johannesburg | **Job Classification:** Executive  **Reporting to**: Chief Executive Officer  **Job Grade:**  **Last Review:** |
| **PRIMARY OBJECTIVE(S) OF THE JOB**  Directing and ensuring effective and efficient human resources management for MDDA. Provide transactional and transformational human resource support to enable MDDA attract and retain suitable qualified human resource. Ensure the alignment of all human resources management services including but not limited to human resources policies and procedures to the Agency’s overall strategy and the employment legislations. Implementing and developing best practices human resources management support throughout the Agency. | |
| **POSITION VALUES**  This is a senior position responsible people leadership advisory services within the Agency. It is a mentally stressful position that is associated with having taking decisions that affect people. The job incumbent has to advise on tough decisions that may not be readily acceptable by both the Board, management and the staff. The job incumbent acts as a strategic partner for MDDA’s core business to foster, embed values and strategic objectives of MDDA | |
| **KEY DUTIES AND RESPONSIBILITIES**  **Strategy Implementation**   1. Oversee the strategic human resource and administrative direction for the MDDA; providing a perspective on growth and expansion; and supporting and sustaining a culture of the Agency 2. Oversee that adequate and appropriate Human Resource are attracted and retained for the strategic implementation of the MDDA 3. Provide strategic human resource support for MDDA 4. Align and implement human resources management and support services for MDDA 5. Develop a human resource and support services business plan that is in line with the overall MDDA strategy 6. Oversee the human resource and administrative governance support for the Human Resources and Remunerations Committee of the Board and related subcommittees 7. Research, develop and design strategic and operational human resources risk mitigation plans that will ensure sustainability of MDDA 8. Integrate human resource management strategies and systems that will achieve the overall mission, strategies, and success of MDDA while meeting the needs of human resources and other stakeholders 9. Develop human resource management succession plan 10. Implement integrated programmes of organizational and human resources transformation 11. Oversee information systems and needs for cultural alignment 12. Develop techniques and methods of team management and human resources motivational plans 13. Develop remuneration and incentive schemes for the approval by the Committee and the Board   **Governance**   1. Attend meetings of policy formulating forums, steering committees, task teams and Standing Committees 2. Act as an internal subject matter expert and develop organization capability around human resource, information technology, administration, governance and decision processes aligned with the MDDA’s human capital operational model 3. Ensures the Board and Committees fulfils governance functions and facilitates the human resources management and governance mitigation strategy 4. Attend Board and Subcommittee meetings; including being the lead staff on the Human Resources and Remuneration Committee 5. Account for the Departmental budget 6. Develop and monitor Human Resources Management Services policies/ procedures and other relevant documents to ascertain whether such documentation adheres to legal requirements 7. Analyze and interpret amendments of the Conditions of Service to ensure the fair and consistent application with accurate guidelines   **Stakeholder Management**   1. Liaise with the legislators, regulatory authorities, media, staff welfare providers and other relevant stakeholders for better service delivery 2. Ensure effective communication strategies to create awareness of MDDA relating human resource management and ensure that consultative forums remain operational and that accurate information is communicated 3. Provide internal advice to Executive Management on human resource management matters 4. Facilitate capacity building for development of human resources within MDDA with accredited training providers   **Management and Administration**   1. Provide general oversight of department activities and manages the day-to-day operations 2. Oversee the smooth, functioning and efficient operations of the Human Resources Department 3. Oversee induction and/orientation of all employees within MDDA | |
| **PLANNING AND DEVELOPMENT**  Manage the Human Resources and governance Plan  Report to the Management and the Board of potential departmental risks  Develop the Human Resource Development Plan | |
| **HUMAN RELATIONS**  Team-player  Motivator- relationship with colleagues, works well with other employers and can achieve results  Strategic planning sessions | |
| **CUSTOMER RELATIONS**  **Internal** – All staff | **External** –Suppliers, Government Officials, Funders, Insurers, Customers, All visitors, Service Providers/Vendors |
| **CONTINUOUS PROFESSIONAL DEVELOPMENT AND UPGRADE**  Professional people management | |
| **QUALIFICATIONS AND EXPERIENCE**  B. Degree in human resources management or related degree  Five years’ senior management experience operating at a strategic  level in human resources management  Human resources management policy development and implementation  Knowledge of the Employment Equity Act, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act and all applicable human resources legislation | |
| **SKILLS AND COMPETENCIES**  Benefits administration  Recruitment and selection, retention, and placement of employees  Change management | |
| **SPECIAL REQUIREMENTS**  Ensure the integrity and completeness of financial reporting  Oversee management information technology  Understanding of complex human resource management principles  Experience and understanding of human resource forecasting  Computer proficiency -MS Word, PowerPoint, Excel, etc.;  Strong report writing skills | |

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| **Reviewed By:** |  | **Date:** |
| **Approved By:** |  | **Date:** |
| **Last Updated By:** |  | **Date:** |