



**JOB SPECIFICATION**

<p><b>JOB INFORMATION</b></p> <p><b>Job Title:</b> Human Resources and Corporate Manager</p> <p><b>Department:</b> Human Resources and Corporate Services</p> <p><b>Normal Hours of work:</b> As business dictates</p> <p><b>Normal place of work:</b> Parktown, Johannesburg</p>	<p><b>Job Classification:</b> Executive</p> <p><b>Reporting to:</b> Chief Executive Officer</p> <p><b>Job Grade:</b></p> <p><b>Last Review:</b> April 2019</p>
<p><b>PRIMARY OBJECTIVE(S) OF THE JOB</b></p> <p>Responsible for directing and ensuring effective and efficient human resources procedures, policies, strategy and management for MDDA in order to attract and retain suitable qualified human resources to ensure the attainment of the set organizational mandate and Human Resource operational objectives.</p>	
<p><b>MDDA Values</b></p> <p><b>Integrity:</b> We are honest, transparent, reliable, fair, accountable and responsible for our actions</p> <p><b>Ubuntu:</b> We are empathetic, courteous and respectful to our staff and clients alike</p> <p><b>Professionalism:</b> We are efficient, effective, service delivery orientated, punctual, performance driven and work collectively</p> <p><b>Commitment:</b> We are passionate, go the extra mile, responsive, have a strong work ethic, are consistent and accessible</p> <p><b>Developmental:</b> We are inclusive, open and participatory</p>	
<p><b>KEY DUTIES AND RESPONSIBILITIES</b></p> <p><b>Strategy Implementation</b></p> <ul style="list-style-type: none"> <li>○ 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</li> <li>○ Oversee that adequate and appropriate Human Resource are attracted and retained for the strategic implementation of the MDDA</li> <li>○ Develop, align and implement a Human Resources Management and support services business plan for MDDA that is in line with the overall MDDA strategy</li> <li>○ Oversee the Human Resource and administrative governance support for the Human Resources and Remunerations Committee of the Board and related subcommittees</li> <li>○ Research, develop and design strategic and operational human resources risk mitigation plans (e.g. succession plan, transformation plan, performance management, remuneration plan) that will ensure sustainability of MDDA</li> <li>○ Develop Human Resources Annual Plan and long-term Strategy for the approval by the Chief Executive Officer and relevant Committee / Board.</li> </ul>	

**Team Management**

- Directing the activities of the Division
- Manage effective communication within the Division
- Manage and create a conducive environment for highly motivated and productive staff for the Division
- Manage Divisional Staff performance
- Develop work performance standards for both employees and review committees for the Division
- Planning for the Divisions future needs and operations in consultation with the CEO
- Provide general oversight of Human Resources Department activities and manages the day-to-day operations

**Budget Control**

- Prepare the Divisional budget
- Motivate to the CEO for the Divisional budget requirement based on organisational developments and business needs.
- Submit the Divisional Budget to the CEO for review and approval.
- Ensure the approved expenditure is within agreed limits Budget levels
- Monitor budget plan against actual expenditure

**Human Resource Governance**

- 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.
- Attend meetings of policy formulating forums, steering committees, task teams and Standing Committees, Sub Committee and Board Meetings
- Ensures the Board and Committees fulfils governance functions and facilitates the Human Resources management and governance mitigation strategy
- Develop and monitor Human Resources Management Services policies/ procedures and other relevant documents to ascertain whether such documentation adheres to legal requirements
- Analyze and interpret amendments of the Conditions of Service to ensure the fair and consistent application with accurate guidelines

**Human Resources Administration**

- Administer and safeguard the Human Resources Information Management System (HRIMS)
- Maintain employment contracts
- Assist in developing all employment contracts

**Stakeholder Management**

- Liaise with the internal stakeholders pertaining to human resource administration
- Assist the Human Resources Manager in the execution of 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

**Training**

- Act as the company's skills development facilitator.
- Conduct induction and/orientation of all employees within MDDA
- Assist on training needs assessment programmes
- Record in-house training programmes
- Assist with out-sourced training programmes for small media service providers

**Payroll Administration**

- Oversight of the Administration of the Payroll for payment by Finance.

<b>Training</b> <ul style="list-style-type: none"> <li>○ Oversee induction and/orientation of all employees within MDDA</li> <li>○ Oversight with Executive Management of the development of human resources within MDDA with accredited training providers</li> </ul>	
<b>PLANNING AND DEVELOPMENT</b> Manage the Human Resources and governance Plan Report to the Management and the Board of potential departmental risks Develop the Human Resource Development Plan	
<b>HUMAN RELATIONS</b> Team-player Motivator- relationship with colleagues, works well with other employers and can achieve results Strategic planning sessions	
<b>CUSTOMER RELATIONS</b>  <b>Internal</b> – All staff	<b>External</b> –Suppliers, Government Officials, Funders, Insurers, Customers, All visitors, Service Providers/Vendors
<b>CONTINUOUS PROFESSIONAL DEVELOPMENT AND UPGRADE</b> Professional people management	
<b>QUALIFICATIONS AND EXPERIENCE</b> B. Degree in human resources management or related degree 5-8 years of experience at a senior management level, or 12-15 years of experience in a Human Resources Generalist role 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	
<b>Leadership Competencies</b> Resource Management; Results Management; Planning and Organising; Leading and Managing Change <b>Behavioral Competencies</b> Organisational Awareness; Relationship Building; Analytical Thinking; Achievement Orientation <b>Technical Competencies</b> Legislation Policies, Procedures and Standards; Human Resources Management; Enforcement; Business Perspective	
<b>SPECIAL REQUIREMENTS</b> 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	

<b>Reviewed By:</b>		<b>Date:</b>
<b>Approved By:</b>		<b>Date:</b>

<b>Last Updated By:</b>		<b>Date:</b>
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