



SENIOR MANAGER HUMAN RESOURCES – (5 YEARS FIXED TERM CONTRACT)

PURPOSE OF THE JOB

To ensure optimum TASEZ human resources utilization by effective staff sourcing, development, and benefit provision, whilst complying with relevant legislation.

KEY RESPONSIBILITIES

PEOPLE COORDINATION, MANAGEMENT & DEVELOPMENT

- Provide input into workforce planning and implement approved labour plans to ensure team is suitably staffed to meet sub-functional objectives.
- Implement and manage all people development initiatives such as performance management, succession planning, talent management, etc. to ensure team performance meets required standards.
- Managing the performance of staff by embracing the values of TASEZ to ensure effective and productive performance of staff.
- Plan, organise, lead, and control subordinates' activities to ensure sub-functional objectives are met or exceeded.
- Ensure effective communication within department

HR BUSINESS PARTNERING

- Ensure that HR related matters are communicated timeously.
- Ensure that HRPs partner with line management.
- Consults with line management and providing HR guidance when appropriate.
- Analyses trends in partnership with the HR Officers to develop solutions, programs, and policies.
- Manages and resolves complex employee relations issues.
- Provides coaching to line management on HR related issues

PROVIDE COMPETENT HUMAN CAPITAL

- Implementing retention strategies of the Company.
- Ensuring recruitment efforts are aligned with Human Resources Strategy and Plans (i.e., Succession Plan, Employment Equity Plan).
- Implementing and ensuring compliance with recruitment policies.
- Conducting and facilitating recruitment and selection processes in a fair and legislative compliant manner, which includes the following:
 - Preparation of internal and external adverts.
 - Facilitation of interviews.
 - Facilitation of shortlisting processes.
- Preparation of offers and employment contracts to successful candidates in line with approvals framework.
- Preparation, co-ordination and conducting of induction for newly employed staff.
- Ensuring compliance with Employment Equity legislative requirements which includes the development of and submission of Employment Equity Act reports (EEA 2 and EEA4) as well as the implementation of the plan.
- Facilitation of effective performance management of staff by following up on outstanding performance reviews and ensuring performance management interventions are implemented (e.g., training or EAP interventions).

DEVELOP HUMAN CAPITAL

- Implementing and ensuring compliance to training, development, and bursary policies.
- Ensuring compliance to Skills Development legislative requirements which includes the development of and submission of annual Workplace Skills Plans and Annual Training Plans.
- Planning and implementation of the Annual Training Plan.
- Oversee the provision of Bursary Grants.
- Ensuring accredited training providers are identified for training and study interventions.
- Developing and maintain a relevant training database for reporting purposes.
- Ensure human capital development, by:

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- Planning and implementation of the Annual Training Plan.
- Oversee the provision of Bursary Grants.
- Ensuring accredited training providers are identified for training and study interventions.
- Developing and maintain a relevant training database for reporting purposes.
- Ensuring ad hoc payments (e.g., travel claims,) are prepared accurately and timeously in line with relevant policies and submitted to Finance for processing.
- Conducting market research and benchmarking exercises to determine best practice which involves participation in relevant.

PROVIDE EAP PROGRAMS

- Developing, implementing, and maintaining Employee Assistance Programs for the TASEZ.
- Facilitate and monitor the use of EAP systems.

PROVIDE EFFECTIVE HR BENEFIT ADMINISTRATION

- Ensuring the HR database (VIP system) is accurately maintained and up to date (e.g., leave, salary details, personnel data).
- Facilitating the review of job descriptions to ensure they are up to date.
- Ensuring Human Resources benefit services are provided (e.g., medical aid and pension) to staff.
- Ensuring exit processes are correctly concluded (e.g., resignations, dismissal, deaths) in terms of relevant policies.

FINANCIAL & RISK CONTROL

- Identifying, mitigating, and monitoring potential business risks in relevant business unit.

- Developing policies and procedures in relevant Business Unit which ensures alignment and compliance with relevant legislation.
- Supporting SHE policies & procedures and ensuring compliance thereto

KNOWLEDGE/COMPETENT

- Knowledge and practical application of labor legislation.
- Knowledge of remuneration best practices.
- Knowledge of payroll and PAYE legislation.
- Diversity Management

REQUIRED SKILLS

Decision-making skills	Coping under pressure
Interpersonal skills	Conflict handling/management skills
Report writing skills	Relationship building
Excellent research skills	Business Acumen
Presentation skills	Change Management
Leadership skills	Initiative Skills
Communication skills	Coping under pressure
Problem solving	

ATTRIBUTES

- Ability to work in harmony with co-workers.
- Honesty
- Flexibility
- Strong work ethic
- Persistence & Determination

QUALIFICATIONS

- Grade 12
- Degree/ BTech or NQF 7 in Human Resources Management/Public Management/Administration
- Advantageous - Relevant Honors Degree

WORK EXPERIENCE

- Minimum of 8 years' experience in Operational Human Resources
- 5 years' experience in a Management level Human Resources/Public Management

APPLICATION PROCESS

Qualifying candidate s can send their comprehensive CVs, Covering Letter, Certified Copies of SA ID and Qualifications and Three Contactable References to recruitment@tasez.co.za

CLOSING DATE

The closing date for applications **30 June 2023**.

Kindly note if no feedback has been received within 30 days of closing date for the above-mentioned position, the applicant may consider their application unsuccessful.