

JOB PROFILE

JOB TITLE	HR Business Partner x 3		
JOB GRADE	C5	Minimum	Maximum
		R 377 077	R 510 163
REPORTING TO	Senior Manager: HR Operations		
MAIN PURPOSE OF THE JOB	To provide the strategic interface between HR and designated division to embed a strategic approach to human capital management that results in more effective customer facing delivery.		
NO. OF INCUMBENTS	3		
LOCATION	National Office: Hatfield Provincial Office: Limpopo (Polokwane) Provincial Office: Free State (Bloemfontein)		
REQUIRED MINIMUM EDUCATION	❖ Bachelor's Degree and or B Tech degree in Social Science/ Human Resources/ Industrial Psychology		
REQUIRED EXPERIENCE	❖ 4 - 6 years working experience as a Human Capital Management Generalist in a corporate/public sector organisation		
KEY PERFORMANCE AREA	<ul style="list-style-type: none"> ❖ Ensure implementation, measurement and monitoring of Human Capital strategy in order to translate the corporate objectives into measurable action. ❖ Provide strategic interface to divisional management/stakeholders through the provision of high quality guidance and support in developing and progressing people management solutions to achieve business objectives. ❖ Use Human Capital planning to identify people management requirements performance issues, recruitment and establish credibility as an expert in strategic HR within an operational service. ❖ Exert a dynamic influence over stakeholders to establish credibility as an expert in strategic HR within an operational service. ❖ Coach, support, mentor and challenge management in the application of HR policies and practices, provide advice and guidance on complex HR issues in order to minimize risk and financial exposure. ❖ Work in partnership with other cross functional HR units to ensure integration in programs/projects/ policy development and the enhancement of information provision and services to customers. ❖ Ensure that all relevant legislative requirements, 		

	<p>including those related to diversity, sexual orientation, disability and age are embedded in the redress of the previous imbalances and in equities.</p> <ul style="list-style-type: none"> ❖ Manage and empower staff.
APPROPRIATE KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none"> ❖ Extensive knowledge of human resources systems, processes policies and procedures, HR practices including performance management, recruitment and selection, talent management, succession planning, learning and development and rewards, employee relations and wellness. ❖ Comprehensive knowledge of the following legislations: Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act, Skills Development Act, Public Finance Management Act, Compensation for Occupational Injuries and Disease Act and Occupational Health and Safety Act. ❖ Ability to communicate in business terms and building long term, trusting relationships with clients and HR team members.
CRITICAL COMPETENCIES	<ul style="list-style-type: none"> ❖ Project Management ❖ Knowledge of business processes ❖ Professional knowledge and expertise ❖ Strategic thinking and visioning ❖ Financial acumen ❖ High-performance team ❖ Stakeholder Management ❖ Counselling and coaching ❖ Customer centric ❖ Change Management ❖ Report Writing
ADDITIONAL COMPETENCIES	<ul style="list-style-type: none"> ❖ Diversity Management ❖ Focus ❖ Presentation skills ❖ People Management ❖ Strong ethical base and high value
<p>Closing Date: 20 February 2015</p> <p>To apply, please send your application to recruitmentprov@seda.org.za</p>	
<p>The appointment of candidates is subject to the verification of all their credentials (employment history, educational, financial, criminal and any other checks as may be necessary). Please note that only shortlisted candidates will be contacted, and if you have not heard from us within three months of submitting your application, please consider it unsuccessful</p>	