



**SMALL ENTERPRISE DEVELOPMENT AGENCY**

an agency of the dsbd

**JOB PROFILE**

<b>JOB TITLE</b>	Consultant: Organisational Development		
<b>DURATION</b>	Twelve (12) Months Fixed Term Contract		
<b>REPORTING TO</b>	SM: HR Centre of Excellence		
<b>JOB GRADE</b>	D1	Minimum	Midpoint
	CTC	R751 569.00	R884 198.00
<b>NO. OF INCUMBENTS</b>	1		
<b>DIVISION</b>	Corporate Services		
<b>LOCATION</b>	National Office		
<b>MAIN PURPOSE OF THE JOB</b>	To develop, research and implement organisation design; change management, culture initiatives, governance processes and systems (organisation and job design) that will enable SEDA to achieve its business objectives		
<b>KEY PERFORMANCE AREAS</b>	<ul style="list-style-type: none"> <li>❖ Benchmark, develop and implement organisational design best practices policies and processes</li> <li>❖ Benchmark, develop and implement job design best practices policies and processes</li> <li>❖ Define and manage the implementation of organisational culture initiatives</li> <li>❖ Initiate and lead organisation wide climate improvement interventions</li> <li>❖ Manage change management interventions and projects across Seda</li> <li>❖ Consolidate and Analyse exit interview reports</li> <li>❖ Source Annual Salary increase trends</li> </ul>		

	❖ Manage human and financial resources
<b>REQUIRED MINIMUM QUALIFICATION</b>	<ul style="list-style-type: none"> <li>❖ Matric (NQF Level 4) plus BTech (NQF Level 7) / Bachelor's Degree (NQF Level 7) in Human Resources Management/ Industrial Psychology</li> <li>❖ Honours (NQF Level 8)/Post Graduate Diploma (NQF 7) in Human Resources Management or Industrial Psychology (NQF Level 8) as added advantage</li> </ul>
<b>REQUIRED WORK EXPERIENCE</b>	❖ 6 - 8 year's experience in Human Resources of which 3 - 4 years must be in Organisation Development and Change Management.
<b>CRITICAL COMPETENCIES</b>	<ul style="list-style-type: none"> <li>❖ Coaching &amp; Mentoring</li> <li>❖ Change Management</li> <li>❖ Policy Development &amp; Adherence</li> <li>❖ Advisory Service</li> <li>❖ Communication</li> <li>❖ Analytical</li> <li>❖ Problem-Solving &amp; Decision-Making</li> <li>❖ Planning &amp; Organising</li> <li>❖ Monitoring &amp; Evaluation</li> <li>❖ Adaptability &amp; Flexibility</li> </ul>

**NB:** It is the organization's intention to promote equity and representivity in terms of race, gender and people living with disability as per the set numerical targets contained in the organizational Employment Equity Plan (EE Plan). **Previously Disadvantaged Individuals are encouraged to APPLY.**

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. **Proposed offers will be made from Minimum to Midpoint as advertised.**

- ❖ 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.
- ❖ Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted).

❖ Applicants should note that any false information contained in their cv and related documents could result in disqualification and/or summary dismissal. Please note that by applying for this position, you give SEDA permission to process your personal information in compliance with POPI ACT.

To apply, please send your CV to [recruitment@se-da.org.za](mailto:recruitment@se-da.org.za)

Please state the position you are applying for in the subject line. **Closing Date: 19 July 2024**