



**SMALL ENTERPRISE DEVELOPMENT AGENCY**

an agency of the dsbd

### JOB PROFILE

<b>JOB TITLE</b>	Specialist: Learning and Talent Management		
<b>DURATION</b>	Twelve (12) Months Fixed Term Contract		
<b>REPORTING TO</b>	Consultant: Learning and Talent Management		
<b>JOB GRADE</b>	C5	Minimum	Midpoint
	CTC	R619 060.00	R728 306.00
<b>NO. OF INCUMBENTS</b>	1		
<b>DIVISION</b>	Corporate Services		
<b>LOCATION</b>	National Office		
<b>MAIN PURPOSE OF THE JOB</b>	To implement all learning and talent management programs, processes, systems, tools and best practices across the talent lifecycle		
<b>KEY PERFORMANCE AREAS</b>	<ul style="list-style-type: none"> <li>❖ Implement performance management processes, systems and tools</li> <li>❖ Implement succession management programs</li> <li>❖ Implement integrated talent management initiatives</li> <li>❖ Facilitate orientation and induction of new employees</li> <li>❖ Implement learning and development processes, systems and tools</li> </ul>		
<b>REQUIRED MINIMUM EDUCATION</b>	<ul style="list-style-type: none"> <li>❖ Matric (NQF Level 4) plus National Diploma (NQF Level 6) in Human Resources Management/Industrial Psychology</li> <li>❖ Bachelor's Degree (NQF Level 7) in Human Resources Management/Industrial Psychology will be an added advantage</li> </ul>		

	<ul style="list-style-type: none"> <li>❖ Must be an accredited Skills Development Facilitator</li> </ul>
<b>REQUIRED WORK EXPERIENCE</b>	<ul style="list-style-type: none"> <li>❖ 4-6 years of experience in Human Resources function, which includes supporting multiple levels of management</li> </ul> <p>Able to demonstrate:</p> <ul style="list-style-type: none"> <li>❖ HR experience with designing, developing and supporting organization-wide talent management programs and processes covering performance management, talent development, coaching, mentoring, succession planning career management processes and tools, data analytics and relationship management</li> </ul>
<b>CRITICAL COMPETENCIES</b>	<ul style="list-style-type: none"> <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>❖ Teamwork</li> <li>❖ Policy Adherence</li> </ul>
<p><b>NB:</b> 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). <b>Previously Disadvantaged Individuals are encouraged to APPLY.</b></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. <b>Proposed offers will be made from Minimum to Midpoint as advertised.</b></p> <ul style="list-style-type: none"> <li>❖ 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.</li> <li>❖ 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).</li> <li>❖ 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</li> </ul>	

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@seda.org.za](mailto:recruitment@seda.org.za)

Please state the position you are applying for in the subject line. **Closing Date: 26 June 2024**