



JOB PROFILE

A. Post Information	
Post Title	Human Resources Manager
Component	Corporate Services
Location	Head Office - Johannesburg
Post Reports To	Head of Corporate Services

Job Profile Verification	
Profile Verified By:	Willa Wagner
Date Verified:	31 August 2011

Job Profile Validation	
Profile Validated By:	Naledzani Mukwevho and Alice Price
Date Validated:	31 August 2011

Job Evaluation Outcome	
Confirmed Grade:	
Date Graded:	

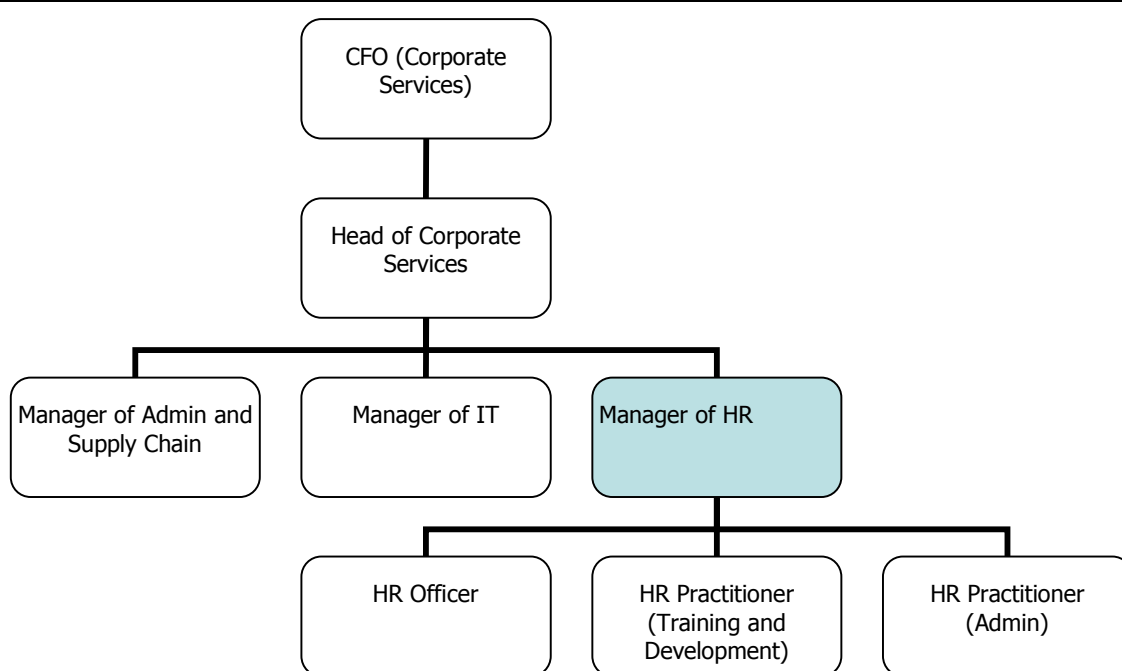
B. Job Purpose

Brief statement outlining the overall purpose/reason for existence of the post (one or two sentences).

To ensure the strategic provision of a comprehensive human resources management and development function within HSRC.

C. Position of the Post in the Organisation

Structure diagram



D. Key Responsibilities

List major activities and contribution to the organisation for which this post is held accountable

Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
1	Lead and manage the unit in an effective and efficient manner.	1.1	Lead and manage the unit's participation in the development of the Strategic and Annual Performance Plan (APP) of the Commission.
		1.2.	Manage the development of the operational plan for the unit in line with the strategic and annual performance plan of the Commission.
		1.3	Manage, monitor, evaluate and report on the implementation of the unit's operational plan, taking corrective actions where necessary.
		1.4	Manage the unit's budget in line with requirements.
		1.5	Oversee and manage human resources within the unit in an efficient and effective manner.
		1.6	Ensure good governance within the unit in line with relevant legislation, regulations and policies.
		1.7	Manage and ensure compliance with asset management and IT policies and procedures.
		1.8	Manage the performance of all direct reports.
2	Ensure the provision of strategic Human Resources Management services to the Commission	2.1	Ensure and manage the development of the Human Resources Plan and strategy for the Commission.
		2.2	Manage the development and implementation of Human Resources Management policies, procedures and guidelines.
		2.3	Measure employee satisfaction and identify areas and related strategies that require improvement.
		2.4	Develop and implement a structured an Employee Health and Wellness programme.

D. Key Responsibilities			
<i>List major activities and contribution to the organisation for which this post is held accountable</i>			
Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
		2.5	Ensure the development and implementation of an effective employee performance management and development system.
		2.6	Manage the HRC's skills development programme (including ensuring optimal development of all employees; ensuring the administration of bursaries, learnerships and internships; management development or succession planning/mentorship and Coaching).
		2.7	Manage the provision of organizational development support services.
		2.8	Coordinate the development and implementation of transformation policies, strategies and programmes for the Commission in response to legislation and national priorities in this regard e.g. the Employment Equity Act.
3	Manage an effective human resources administration service.	3.1	Manage and monitor the effective administration of employment conditions to all employees of the Commission.
		3.2	Effectively manage and ensure the provision of administrative services of conditions of service and service benefits such as leave, allowances, pensions, resettlement, medical aid, service awards, and injury on duty. (This includes developing and managing appropriate systems)
		3.3	Ensure compliance on all service conditions, benefits, and appointment matters. (This may include the development and implementation of relevant monitoring and evaluation systems)
		3.4	Manage the administration of personnel provisioning with respect to appointments, promotions, transfers,

D. Key Responsibilities

List major activities and contribution to the organisation for which this post is held accountable

Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
			translations, and relocations.
		3.5	Manage all HR information including management of relevant systems for recording personnel information.
4	Manage an effective recruitment and selection service within the Commission.	4.1	Manage the review, development, and implementation of a streamlined recruitment and selection procedure in the Commission for all levels.
		4.2	Manage the facilitation and co-ordination of an efficient and effective recruitment and selection procedure for managers.
		4.3	Manage the provision of a support and administrative service to all line managers in the areas of short-listing and the constitution of interview panels.
		4.4	Ensure the regular compilation of recruitment and vacancy statistics and reports, as required in terms of the Human Resources Planning process.
		4.5	Guide/ manage the process of conducting competency assessments as part of the recruitment and selection process.
5	Ensure an effective discipline management and sound labour relations function within the Commission.	5.1	Ensure the development and effective monitoring of discipline management strategies and discipline management policies and procedures, to ensure an effective and efficient workplace environment.
		5.2	Ensure compliance with labour relations legislation, regulations and policies i.e. grievance, discipline and dispute resolution procedures; as stipulated.
		5.3	Develop and implement dispute prevention strategies and monitor progress.

D. Key Responsibilities			
<i>List major activities and contribution to the organisation for which this post is held accountable</i>			
Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
		5.4	Represent the Commission in bargaining chambers and all dispute resolution forums (conciliation and arbitration) in line with delegations of authority.
		5.5	Provide strategic leadership and advice on employee relations' matters affecting the Commission.
		5.6	Ensure implementation of agreements emerging from bargaining structures.
		5.7	Ensure the development and implementation of strike management plans and procedures within the Commission.

E. Advisory Responsibility	
<i>Is it required from the post holder to give formal advice and engage with external stakeholders? Please indicate the type of advice given and to whom.</i>	
To Whom	Type of Advice/ Information
Chief Executive Officer, Commissioners, Senior Managers (include Provincial Managers) and Staff	Strategic and operational HR matters across the people management value chain.
Internal Committees	Providing HR management direction, monitoring and reporting
SETAs	Workplace training and development initiatives and outputs
Organised Labour	<ul style="list-style-type: none"> • Labour relations engagements • Advocacy

F. Accountability

These fields are not compulsory and should only be completed if the fields are relevant to your post

Number of staff directly managed	<ul style="list-style-type: none"> • 3
Number of staff indirectly managed	<ul style="list-style-type: none"> • 2
Financial accountability	<ul style="list-style-type: none"> • R2, 000, 000

G. Inherent requirements of the Post

The minimum qualifications, skills, knowledge, experience and behaviour that are required to perform the job competently.

Skills/ Knowledge/ Behaviour:

Requirement	Type
<p>Key competencies</p> <p><i>(This field requires a list of all skills, behaviour and attitude requirements)</i></p>	<ul style="list-style-type: none"> • Strategic capability and leadership • Change management • Programme and project Management • Problem solving and analysis • Conflict and dispute resolution skills • People management and empowerment • Knowledge management • Communication • Client orientation and customer focus • Human Resources Management • Labour Relations Management • Skills development

G. Inherent requirements of the Post

The minimum qualifications, skills, knowledge, experience and behaviour that are required to perform the job competently.

Skills/ Knowledge/ Behaviour:

Requirement	Type
<p>Knowledge and education</p> <p><i>(This field requires a list of all knowledge requirements relevant to this post e.g. Knowledge of the Public Service Act.)</i></p>	<ul style="list-style-type: none"> • A Bachelor Degree in human resources, • An understanding of and ability to develop and apply internal human resources strategic and administrative processes (e.g. talent management, learning and development, transfer, termination of service, personnel record, etc.) • Knowledge of standard practices, processes and procedures relating to HR Planning • Knowledge of HR frameworks, policies and procedures as applicable to the public service • Knowledge and understanding of Labour Law • Human resources statistical analysis and reporting skills. • Knowledge of payroll administration. • Computer literacy. • Should be able to: <ul style="list-style-type: none"> ○ link various related components of performance monitoring and evaluation together (for example, the inputs, processes, activities, outputs, outcomes, and impacts that constitute projects, programmes, and services), to form an integrated whole or system; ○ set up & manage the PMER system for their Programme, including the ability to - <ul style="list-style-type: none"> ▪ identify performance information requirements; ▪ design performance reports (including system reports) to provide high quality performance information for all reportable areas under their control; ▪ design performance measurements & scores; ▪ analyse, interpret & evaluate performance reports; ▪ communicate performance information

G. Inherent requirements of the Post

The minimum qualifications, skills, knowledge, experience and behaviour that are required to perform the job competently.

Skills/ Knowledge/ Behaviour:

Requirement	Type
	<p>effectively;</p> <ul style="list-style-type: none"> ▪ produce the performance results to the standard, & within the timeframes required. <ul style="list-style-type: none"> • Applied understanding of: <ul style="list-style-type: none"> ○ the statutory and regulatory requirements regarding performance monitoring, evaluation & reporting, including: Section 38(1)(a)(i) & (b) Section 40(3) (a) of the PFMA, & National Treasury Regulation 5.3.1 for Constitutional Institutions; ○ Government Guide to the Outcomes Approach (2010); ○ Framework for Managing Programme Performance Information (National Treasury, 2007); ○ New Framework for Strategic Plans & Annual Performance Plans (National Treasury, 2010); ○ Statistics SA Statistical Quality Assessment Framework (2008); ○ National Archiving & Records Service of South Africa Standards for Records Management (NARSSA, 2007). • Understand the electronic system/s used in their area of responsibility, in order to: <ul style="list-style-type: none"> ○ ensure the quality of the data; ○ set access levels & authorise data corrections; ○ maintain the integrity of the system; and ○ identify/ specify required system design changes to match the operational process & reporting requirements.
<p>Experience <i>(Please list all relevant experience required for the post)</i></p>	<ul style="list-style-type: none"> • At least 4- 5 years of human resources experience in a managerial position

H. Job profile agreement

The Manager or his/her nominee reserves the right to make changes and alterations to this job profile as he/she deem reasonable, after due consultation with the post holder.

We the undersigned agree that the content of the completed Job Profile gives an accurate outline and content of the Post.

Title	Name	Employee Number	Signature	Date