V A C A N C Y

Senior Manager: Human Resources Management and Development

Reference: PPSA 02/07/2024
Location: Head Office: Pretoria
All-inclusive salary package: R1,216 824.00 to R1, 433 355.00 per annum

Requirements:

A Bachelor's degree/B Tech/Advanced Diploma at NQF level 7 as recognized by SAQA in either Human Resource Management/Human Resource Development/Industrial and Organizational Psychology/Public or Business Administration with HR as a major • A minimum of 8 years' experience in Human Resources Management of which at least (5) years' should have been at Middle/Senior Management • Extensive exposure to capacity building, learning and development strategies and change management• Experience in strategic Human Resources Management and knowledge of Employee Relations Management • Understanding of corporate systems and relevant legislation including PFMA, LRA, BCEA, SDA, SDLA, Employee Health and Wellness Integrated Strategic in the Public Sector, Public Protector Act, Constitutional mandate, etc • Computer literacy and a valid driver's license is required •

Skills, Knowledge and Competencies :

Planning and Organizing • Project Management Skills • Knowledge of HR management practices • Analytical thinking • Strategic Capacity and Management • Business acumen and business ethics • Negotiation • Presentation and Facilitation skills • Problem solving, conflict resolution and dispute resolution skills • Proactive and resilient • Networking and interpersonal skills • Strategic Human Resources Management • Knowledge in Employee Relations Management • Financial management, change management and transformation • Knowledge Management • Service delivery innovation • Excellent knowledge of interpreting concepts into operational activities • People management •

Strong ability to :

Work under pressure; think analytically and to take appropriate decisions; communicate with people at all levels; manage and adapt to change and diversity; be impartial, objective and maintain political neutrality; be efficient; be proactive and innovative; be empathetic; mentor employees; Advice and influence decisions and policies.

Duties and Responsibilities :

Provide overall strategic leadership on all human resources matters within PPSA • Develop and review Human Resources Management and Development policies, procedures and processes • Manage and oversee all Human Resources administration practices including Human Resources reporting • Develop and implement progressive Recruitment and Selection mechanisms in order to attract the best talent whilst keeping abreast with market trends • Manage the development and implementation of learning and development strategies and programs • Design and deliver Organisational Development and Change Management strategies, processes and interventions that support the PPSA's ambition to be a high performing organisation, to include initiatives which foster a high-performance culture, where valuing learning, continuous improvement and diversity are the norm • Facilitate the effective management and maintenance of the Performance Management System, career pathing, career development and succession planning • Provide institutional support in the creation of effective talent management and retention • Manage and promote sound employee relations • Manage the implementation of employee health and wellness programmes • Facilitate the development and implementation of an employment equity plan and programme • Design and delivery of culture, climate, or employee engagement surveys • Develop and implement a Human Resources Service Delivery Strategic implementation plan to fast-track the turn-around time of human resources service offering pertaining to clients' needs • Provide advice to line management on HRM&D matters • Manage all aspects of people management within the Human Resources Management and Development Unit •

Enquiries: Mr T Khunou at tel: (012) 366 7031

Note: All appointments will be made in terms of the Public Protector Act and a 12 - month probation period which may be extended to 18 months will be applicable. The successful candidates will be expected to sign the secrecy declaration form and a performance agreement within 2 months of accepting the position.

All successful candidates will have to undergo security clearance and vetting. The Public Protector South Africa reserves the right not to fill the vacancies.

Applications must be accompanied by a covering letter with a detailed CV, 3 contactable references, recently certified (within 6 months) copies of qualifications (matric certificates, certificates of qualifications), a valid Driver's License(where required) and ID document.Applications not complying with the above will be disqualified.

Correspondences will be limited to the short-listed candidates. Should you not be contacted within 2 months, please consider your application to be unsuccessful.The Public Protector South Africa is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representivity (race, gender and disability). Preference will be given to the candidates whose appointment or promotion meets the requirements for Employment Equity representivity in the Institution.

Please direct your application, stating the relevant reference number as follows:

For the attention of Ms. M Molokomme by email to Applications02@pprotect.org

Please quote the position title and reference number on the email subject line when applying.
CLOSING DATE: 19 JULY 2024 @ 16:30