

## Human Resources Manager

**Salary: R 879 450.70 per annum. (All Inclusive Package) Not Negotiable**

The Public Service Sector Education and Training Authority, needs to employ a suitably qualified Human Resources Manager. The successful applicant will be based in PSETA offices in Hatfield, Pretoria and will report to the Corporate Services Executive.

### Job profile:

To provide provide an effective and efficient human resource management services throughout the organisation

### Duties and responsibilities:

- Develop and implement Human Resources Department's Strategy, Annual Performance and Operational Plans.
- Produce implementation reports on monthly, quarterly and annual basis.
- Manage human and financial resources within the Department.
- Development and implementation of the Human Resources Strategy and Plan for the Organisation
- Ensure the development and monitor the implementation of human resources practices, policies, guidelines, systems and tools.
- Develop and implement Diversity Management initiatives and Employment Equity facilitation and reporting
- Ensure effective utilisation of human resources
- Manage the provision of Employee Health and Wellness services.
- Monitor the implementation of the Performance Management and Development System to ensure improved organisational performance.
- Ensure that remuneration systems and practices are in line with best practices within the sector.

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**Vision:** Cutting Edge Skills for Quality Public Services

**Mission:** Leading in the development of skilled and competent human capital in the Public Service Sector through:

- effective coordination of skills development interventions based on occupationally directed qualifications;
- focusing on learning programmes; and
- promoting learner placement and absorption within the public sector.

Ensure smooth management of employer-employee relations through the effective implementation of policies, procedures and tools.

- Development and monitor the implementation of the Employment Equity Plan in accordance with relevant prescripts.
- Develop the Workplace Skills Plan and training reports and ensure timely submission to the relevant authorities
- Maintain human resource records designing a filing and retrieval system, keeping past and current records

#### **Requirements:**

- A bachelor's degree (NQF 7) or equivalent in Human Resources Management or HR development or Industrial Psychology.
- Minimum of 5 years proven experience in managing Human Resources operations across the whole value chain.
- Sufficient understanding of the public sector environment, especially public entities.
- Experience in conducting disciplinary enquiries and capacitating other managers within the organisation.
- Experience in managing remuneration and payroll
- Knowledge of all relevant employment legislation
- Provides advice to managers and ensures uniform interpretation of Labour laws
- Good written and verbal communication skills

If you match the above profile, submit your application, a detailed CV and motivation for your appointment to the Human Resource Department, PSETA, PO Box 11303, Hatfield or hand-deliver to 353 Festival Street, Hatfield, Pretoria 0028 or e-mail to [recruitment@pseta.org.za](mailto:recruitment@pseta.org.za).

#### **PLEASE NOTE:**

This is a fixed term position until **31<sup>st</sup> March 2020**.

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**Closing Date: 11<sup>th</sup> December 2017**

PSETA is a listed public entity and all appointments are in line with employment equity legislation and practices. If you have not heard from us within two months after closing date, kindly accept that your application was unsuccessful. **PSETA reserves the right not to make an appointment.**

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