

MANAGER: HUMAN CAPITAL MANAGEMENT

R964 731.03 per annum

Please Note: This is a fixed-term contract position until 31 March 2030

The Public Service Sector Education and Training Authority is in the process of repositioning itself and aligning the new strategy with existing legislative and governance mandate. The PSETA therefore seeks to appoint a competent, suitably qualified, and experienced Human Capital Manager. The successful applicant will be based in PSETA Offices in Hillcrest Office Park, Pretoria and will report to the PSETA Corporate Services Executive.

Job Purpose:

To provide a people-oriented and vibrant culture and coordinate the Human Resources function across all sub-functions. To effectively manage Human Resources operations in line with the Integrated Human Capital strategy by effectively partnering with business to achieve the PSETA strategic objectives.

Key Responsibility Areas

1. Human Capital Management

- Benchmarks Human Resource service delivery against Human Resource global best practices.
- Spearheads employee wellness initiatives/interventions to improve well-being and create a better work/life balance for employees.
- Identifies and addresses skills gaps and opportunities for improvement.
- Identifies and fosters management potential to enable succession planning.
- Ensures effective communication and consultation processes to build employee engagement.
- Provide direction and support to HR staff on the implementation of the HR strategy.
- Implement and guide business on the PSETA Talent Management Programme.

Board members: Mr Thulani Tshefuta (Chairperson) | Ms Christelene Brink | Mr Lewis Nzimande | Ms Gaolape Anastacia Seokolo
Mr Nkojane Nelson Maesela | Mr Patrick Babsy Makhafane | Ms Nolukhanyo Amanda Kelengeshe | Ms Violet Matshidza
Ms Tampane Molefe-Sefanyetso | Mr Patrick Boitumelo Moopelwa | Ms Linda Dlodla | Ms Nelisiwe Nzimande
Ms Nomabandla Silinyana | Mr Marcus Ramakgale

CEO: Ms Bontle Lerumo

- Implement and guide business on job evaluation system that is in line with the objectives of PSETA.
- Ensure implementation of the developed Remuneration Strategy.
- Provide guidance on enhancement and facilitation of a Human Resources Strategy which supports the achievement of PSETA strategic objectives.
- Ensure that HRD interventions and Programmes support the technical and Behavioural Competency Framework of PSETA, encapsulating HRD needs, management, leadership and development, as well as the implementation of a dual career model.
- Facilitate the implementation of organisational development initiatives and interventions which support a high-performance culture and effective teams and individuals.
- Undertake workforce planning to align business needs and priorities of the PSETA workforce to achieve organisational objectives.
- Develops and evaluates criteria for successful selection of candidates.
- Anticipates and advises the Executive Team on the impact that strategic or operational decisions will have upon employee and labour relations, and makes recommendations to prevent and minimise labour disputes.
- Reviews Human Resource policies/procedures regularly in accordance with relevant legislation.
- Represents PSETA at the Commission for Conciliation, Mediation and Arbitration (CCMA) on matters of mutual interest cases and obtains mutual agreement on the resolution of issues, meetings required and the delivery of inter-dependent outputs and results.
- Conducts wage negotiations by devising a strategy to achieve PSETA mandate while still attaining an acceptable settlement for the employee.
- Develops the Leadership Development Programme in liaison with the Executives.
- Facilitates the development of personal development plans for identified individuals and ensures that PDPs are aligned to the Succession Management Process (this includes the requisite competency requirements).
- Assists managers in identifying training and development interventions for development areas and conducts periodic audits to determine progress on personal development plans.
- Design Organizational Development and Design (OD) and Change Management Initiatives.

2. Governance

- Monitor the operation of controls and procedures to ensure the integrity of PSETA.
- Develop and maintain a quality assurance and improvement program that covers all aspects of the policy and risk activity.
- Ensures compliance with the human resource policies and procedures.
- Establish and maintain a system to monitor the dispositions of results communicated to management.
- Develop policies governing the custody and retention of consulting engagements, consistent with the PSETA's guideline and pertinent regulatory or other requirements, release to internal and external parties.

3. Stakeholder Management

- Works collaboratively with stakeholders by establishing and maintaining effective working relationships.
- Represents PSETA in meetings with stakeholders.
- Solves problems creatively whilst demonstrating a high level of integrity in line with PSETA core values.
- Provides advice and guidance to Management on internal stakeholder related matters.
- Manages relationships in accordance with policies and procedures and legal requirements.
- Develops, implements, and monitors a stakeholder management system.

4. People Management

- Monitors and measures performance quarterly by conducting employee appraisals.
- Identifies areas of development and draws up action plans to address poor performance.
- Ensures ongoing training and development of employees.
- Addresses employee relations matters fairly and promptly.
- Sets performance objectives for team by cascading of corporate initiatives into individual performance contracts.
- Ensures that all employees have signed performance agreements.

5. Finance Management

- Contribute to the budget preparation process and ensure divisional and departmental budget monitoring in line with PSETA financial guidelines.
 - Ensure the effective, efficient, economical and transparent use of financial and other resources.
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- Manage financial and other resources relating to the core business of the PSETA.
- Ensure compliance with Section 51 of the PFMA to prevent fruitless, wasteful and irregular expenditure.
- Monitors expenditure against budget and ensures spending occurs within budgetary limits.
- Explores opportunities to reduce costs.

EDUCATION AND EXPERIENCE:

- An undergraduate qualification in Human Resources Management or Development, Human Capital Management, Business Administration, or equivalent relevant qualification at NQF Level 7.
- A postgraduate qualification in Human Resources Management or Development, Human Capital Management, Business Administration, or equivalent relevant qualification at NQF Level 8 (**will be an added advantage**)
- 8 to 10 years relevant experience in the Human Resource/Capital Management field of which 5 years must be at middle management level in the Human Resource/Capital Management field.
- **KNOWLEDGE, SKILLS AND ATTRIBUTES:** Strategic thinking and planning * Management and supervision * Time management * Team work * Interpersonal relations and skills * Decision-making * Creativity/Innovation * Conflict Management * Adaptability/Flexibility.
- If you meet the above-mentioned requirement, kindly submit your application, a detailed CV and a covering letter to the Human Resource Department via e-mail to recruitment@pseta.org.za.
- **Closing Date: 17 February 2022**
- **Enquiries:** Mr Siphon Ngomane Tel: 012 423 5700

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.**

Designated groups are encouraged to apply (Youth, women, and People with disabilities)

Recommended candidates will be subjected to competency assessment, security vetting and financial disclosure.

