

INTERNAL / EXTERNAL VACANCY ADVERTISEMENT

Business Unit: Corporate Services		Date: 13 May 2022
Job Title:	General Manager: Human Resources	
Reporting to:	Executive Manager; Corporate Services	
Job Grade:	D4	
Duration:	Permanent	

Brief Outline of Duties:

The incumbent will report to the Executive Manager: Corporate Services and will be charged with the responsibility to lead, manage, and direct Human Resources function of the Entity by formulating strategic plans and programmes necessary for the achievement of Corporate Strategic Plan and ensuring optimal utilization of the human capital.

KEY PERFORMANCE AREAS (Among others)

1. Develop and drive transformation, employee relations, and other Human Capital strategies
2. Strategic Human Resource Support Services.
3. Operational Direction in Training and Development.
4. Employee Wellness Management.
5. Resource Support and Management (of HR Sub- unit).
6. Manages and controls the development and application of strategies, policies and procedures associated with managing performance levels.
7. Skills development.
8. Manages organisational change and development through the formulation of specific policies and procedures.

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DIRECTORS: C M Cronjé (Chairperson), L C Z Cele (Deputy Chairperson), G W Bell, U Maharaj, E B Mkhize, S K Mpungose, D Naidoo, E M Nkosi, K S Shandu, N S T Matjie (CEO), Z M Msomi (CFO)



9. Develop and implement appropriate conditions of employment and related policies and procedures.
10. Draft the budget and forecast for Human Resources function, monitors and approves Unit expenditure.

JOB SPECIFICATION

Educational and /or Technical Competencies:

- Relevant Bachelor's Degree in Human Resources Management and Development/Social Science is essential.
- A Postgraduate qualification in Human Resources Management and Development or equivalent qualification is preferred.

Experience:

- 8-10 years' experience at a management level in Human Resources Management environment.

PROFESSIONAL COMPETENCIES

- Ability to analyse, conceptualise and implement policy.
- Financial acumen, awareness, and knowledge.
- Performance monitoring, evaluation, and reporting.
- Sound leadership Management skills.
- Ability to work in cross-functional projects/teams.
- Excellent co-ordination and project management skills.
- Computer literate at an intermediate level.
- Good written and verbal communication skills.
- Good time-management.

Closing date: 03 June 2022 @ 00h00.

To apply for this position, kindly submit your motivation letter, curriculum vitae and copies of educational qualification. Application for the position can be emailed to hr2@tikzn.co.za.

TIKZN subscribes to the principles of employment equity in its recruitment processes. People with disability are encouraged to apply for these positions. Prospective employees will be subjected to competency assessments and security vetting as part of the selection process.

NB: Applicants who have not received any correspondence from us within three (3) months of the closing date can consider their applications unsuccessful.

(PLEASE QUOTE THE POSITION NAME AND REFERENCE NUMBER ON YOUR APPLICATION SUBJECT LINE)