



"To cultivate an environment within which the City of Tshwane can grow its human capital and the economy through the facilitation, implementation and management of developments with a specific focus on Economic Development and associated activities within Tshwane"

TSHWANE ECONOMIC DEVELOPMENT AGENCY (TEDA)

SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT

Competencies and Qualifications: Minimum Honours in Human resource Management / Industrial Psychology, Ideal Master's Degree in Human Resource Management/ Industrial Psychology. Registration with HPCSA or/and SABPP. 6 – 7 years' experience in Human Resource Management 4 – 5 year's managerial experience. Possess extensive knowledge of Talent management, Strategic Human Resource Development, Personnel Management, Business Management Principles, Human Behaviour and Performance, Training and Development, Labour Relations Act, Communication, Results and Quality Focus, Judgement and Decision-Making, Analytical Thinking, Interpersonal Sensitivity, Knowledge Sharing, Conceptual Thinking, Information Seeking, Information Extraction and Application.

Key Responsibilities: Report to the Executive Manager: Corporate Services. Manage Human Resource Operations (Monitor and evaluates staff induction and exit interviews, Benchmark Human resource service delivery, Create a fair and equitable environment for all employees). Skills development (Develop learning & development framework for TEDA, Submission of WSP & ATR). Employment Equity (Arrange EE Training, Set EE targets and report/submit EE plan & report to Department of Labour). Organizational Development (Design and deliver organizational development and change management strategies, processes and Interventions that support TEDA). Recruitment & Selection (Determine fairness in personnel decisions and demonstrate value of selection). Employee relations (Review employment relation policies and procedures, Represent TEDA at CCMA Ensure compliance with relevant legislation create, foster and manage environment of positive employee relations). Performance management (Oversee annual appraisal process, Develop a performance framework for addressing poor, top and solid performers). Payroll management. Facilitate organizational effectiveness interventions.

Closing date: 08 March 2019 @ 12h00.

Applications can be submitted to teda.jobs@tshwane.gov.za

TEDA subscribes to the principles of employment equity in its recruitment processes.

Prospective employees will be subjected to security vetting.

NB: Applicants who have not received any correspondence from us within six weeks of the closing date can consider their applications unsuccessful.