

# BE PART OF THIS TEAM

The **East London Industrial Development Zone SOC Ltd** is the operator of the East London Industrial Development Zone (ELIDZ), an entity which exists to help manufacturers to become globally competitive through the development and efficient management of a modern, purpose built industrial location, which offers investing industries a streamlined business environment enhanced by a range of supporting services. The zone is already operational and currently houses a number of manufacturers that supply products for the local and international markets.

**POSITION: Human Capital Management Specialist**

Ref: REC/17/16

**Minimum Requirements:** • Bachelor's Degree in Human Resources Management or equivalent • 5 years generalist HR experience with specific reference to Return on Investment, Training and Development, Performance Management Systems, Talent Management, Employment Equity • Registered as an SDF • Registration as Psychometrist will be an added advantage.

**Required Competencies:** • Knowledge of all Human Resources related legislation • Knowledge of Performance Management • Knowledge of Training and Development facilitation • Knowledge of Supply Chain Policies and Procedures • Basic Financial Accounting Skills • Communication Skills • Registered Psychometrist • Knowledge of the Bursary process • Reporting Writing Skills • Knowledge of all Human Resources related legislation • Knowledge of Performance Management Policy and its application.

**Specific Functional Responsibilities:** • **Training & Development;** • Workplace Skills Plan developed and submitted to Employment Equity Committee • Implementation of Workplace Skills Plan • Provision of training statistics • Service Providers sourced • Budget provision for training managed • Expenditure and variance • Reporting • Skills Development Levy paid timeously • **Bursary Programme;** • Bursaries advertised • Applications shortlisted and submitted to Bursary Committee with recommendations • Regular reporting on results • **Internships;** • Development and review of Internship Plan • Recruited Interns • Formal Internship Programme applied • Regular reporting • **Talent Management;** • Talent Management Strategy • Audits concluded and gap analysis determined • Strategy, Succession Planning and Implementation Report • **Recruitment & Selection;** • Job profiles and contents updated • Advertisement drafted • Advertised and shortlisting of applications • Interviews • Interview results and appointment • Conducts and / or facilitates Psychometrics testing for Managers and Executive Managers • **Performance Management;** • Developed and reviewed Performance Management Policy • Line Managers and staff with aligned scorecards • Quarterly coaching and assessment meetings • Administrative support provision and application of policy • Weighted contracts - detailing performance targets • Moderated results performed by Moderation Committee • Appeal process undertaken • Formal record • **Employment Equity Plan;** • Inputs into Employment Equity Plan • Collation of Employment Equity Statistics • Reports to Employment Equity and Skills Development Committee • Employment Equity Reports prepared and submitted to Department of Labour • Employment Equity Representation

Please e-mail your applications to: [recruitment@elidz.co.za](mailto:recruitment@elidz.co.za)

**The closing date is 06 January 2017.** If you have not heard from us within one month after the closing date, please consider your application unsuccessful. Only short listed candidates will be communicated to. The ELIDZ reserves the right not to fill this position. **Preference will be given to African Males as per our EE Plan.**

Tel: 043 702 8200 / [www.elidz.co.za](http://www.elidz.co.za)

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business streamlined