

# BE PART OF THIS TEAM

**The East London Industrial Development Zone SOC Ltd** is a State Owned Corporation set up by government through the South African Industrial Development Zones Programme (now the South African Special Economic Zones Programme) to develop, operate and maintain modern infrastructure and to complementarily attract strategic investments for the region.

**POSITION: MANAGER: HUMAN CAPITAL | Ref: REC/13/22**

**Minimum Requirements:** • Bachelor's Degree in Human Resources Management / Labour Law / Labour Relations / Industrial Relations / Industrial Psychology • 5 years' experience in Human Resources Management • 3 years must be at supervisor/ management level.

**Required Competencies:** • Computer Literacy (Ms office: Word, PowerPoint, Excel) • Knowledge of all legislation pertaining to ELIDZ • Knowledge and experience in financial planning and forecasting • Knowledge and understanding of Public Financial Management Act • Knowledge of HR Risk and compliance management • Practical knowledge and understanding of performance management systems (PMS) development and implementation • Knowledge of HR administration, strategy and HR related policy and legislation • Knowledge and understanding of HR talent management practices, corporate culture, training and development, employee wellness, change management and organisational development • Knowledge and understanding of HR policy development and implementation • Knowledge and understanding Occupational Health and safety procedures.

**Specific Functional Responsibilities:** • **Strategic Initiatives** • Develop and implement the HR strategy aligned to the business objectives and company HR initiatives • Retention Strategy and Implementation Plan approved • Scarce Skills Policy and identification of scarce and critical skills • Developed and implemented career and succession framework (policy, procedures, supporting tools, strategy/plan) • Corporate Affairs Strategy inputs • Developed and reviewed policies, procedure and manuals • Ensures Legal Compliance • Development and continuous review of HR Service delivery model • Alignment of HR functions to best practice by adopting and implementing the HR Standards • **Budget** • Human Resources Budget control • Budget variance reporting • **Payroll** • Maintained accuracy of payroll • Integrated Enterprise Resource planning (ERP) and Manual Payroll • Accurate tax payments to South African Revenue Service (SARS) • Medical aid payments • Timeous payments re-Unemployment Insurance Fund (UIF) • Pension fund payments • Administration • Facilitation of Compensation of Injuries and Diseases Act (COIDA) compensation payments • **Reward and Recognition** • Ensures effective management and monitoring of compensation and benefit systems within the organisation • Keeps abreast of changes in market related benefit offerings and developments • Updated job profiles and job descriptions, and Job evaluation of all posts • **HR Technology and Analytics/ Metrics** • Provide guidance on HR system development initiatives and establish and proactively drive the data management capability and processes • **Induction and Probation** • induction applied in terms of policy - Orientation and TASK Induction • Probation Reporting correctly presented • **Recruitment and Selection/Talent Acquisition** • Leads the recruitment (attraction, selection and placement) activities of ELIDZ • Work force planning, Succession planning and retention • **Learning and Development** • Management of Services SETA processes • Training Needs Analysis (scorecards, Personal Development Plans (PDP's) • Grant funding applications • Establishment and functioning of Employment Equity and Workplace Skills Plan Committees • Ongoing staff training re-policies and procedures • Oversight of Bursary administration • Oversight of Internship programme • Development and implementation of Learnership programme • **Performance Management** • Updated / reviewed Performance Management Policy • Effective PMS implementation • Management of Performance development plans • Responsible for moderated results performed by Moderation Committee • **Organisational Culture and Values** • Working with the Manager: Marketing and Corporate Communications, strengthens the ELIDZs culture and values by monitoring the alignment of employee behaviour with the values of the organization and initiating activities to address gaps and build the culture • Facilitates a diverse and inclusive culture within ELIDZ • Conducts the climate and culture survey on an annual basis • **Organisational Effectiveness and Efficiency** • Implements systematic process for enhancing the performance of the organization and its employees through planned interventions • Develops and implements a productivity framework for the organisation • Project management of HR initiatives • Periodic reviews of the organisational structure as and when the need arises • Ensures that all existing and created roles have approved and graded Job Descriptions • Ensures that all new roles created undergo a work study as part of the approval processes • Ensures that there is a Change Management framework in place for all Human Capital Management (HCM) related projects • **HR Risk and Compliance Management** • Risk determination / assessment and development of Risk Register • Risk implementation plans and assessment • Monitors and records levels of compliance with internal processes and procedures and labour legislation • **Reporting** • Human Resources Strategy Implementation Reports • EXMA operational reports • Training Implementation Reports • Quarterly reports to the Governance and Finance Committees of the Board • DEDEAT reports as and when required • **HR Administration** • Procurement - Submission of invoices timeously for processing • Workplace Ethics - Updated Code of Conduct- provided to all staff • Leave Management - review of leave liability and the calculation of leave payments • Long Service Awards • Banking • **Integrated Employee Wellness Programme** • Employee Wellness Programme • Staff updates re-financial, health and basic wellness issues • All staff trained / updated re-applicable Safety, Health and Environment (SHE) issues (SHE Matrix) • Appointed Safety Representative • **Employee Relations** • Ensure compliance with Employee Relations (ER) policy, the fair and equitable treatment of all employees and to manage grievance procedures in order to contribute to a happy and engaged workforce • Assistance to line managers regarding discipline in the workplace (advice and support) • Ensuring the employer is correctly represented (CCMA / matters of dispute / day to day functioning).

Applications must be submitted by e-mail to: [recruitment@elidz.co.za](mailto:recruitment@elidz.co.za).

**The closing date is 26 August 2022.** 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. **The ELIDZ is committed to giving preference to suitably qualified persons with disabilities and to African Females as per our EE Plan.**

*The personal information submitted in response to this advertisement shall be processed solely for purposes relating to the position applied for, as mandated in law. The East London IDZ undertakes to ensure that appropriate security control measures are implemented to protect all the information submitted by the applicant.*