MANAGER HUMAN RESOURCE DEVELOPMENT

(1 POSTS)

REFERENCE NO: 002/2019

SALARY: Notch of Post Level E1: (R580 257.39) per annum

(Fringe Benefits: Include inter alia, 13th cheque, pension fund, medical aid scheme, housing allowances).

REQUIREMENTS: The incumbent must have a Matric (Grade 12), National Diploma in Human Resource Management/Human Resource Development or Equivalent qualifications, NQF Level 5 ODETDP, Registration with Skills Development Practitioner, Professional Body, Minimum of 3-4 Years in Human Resource and Skills Development Field. Knowledge of Local Government Acts, Computer literacy, fluency in IsiZulu and English and a Drivers license.

KEY RESPONSIBILITIES / DUTIES
Mapping out current and future Human Resources Development requirements taking into consideration operational needs, skill scarcity and retention capability as influential factors

- Analysing the organisation’s investment in its human capital strategy and preparing and consolidating estimates of requirements to support continuous improvement and personnel development for inclusion into the human resources budget

- Defining/adjusting the role boundaries, workflow process and job design against laid down service delivery requirements and statutory regulations

- Conducting appraisals to measure performed against agreed objectives, counselling and consulting with personnel on development goals, career path and, short term targets and standards

- Researching and interpreting compliance requirement included in statutory legislation and national policy framework guidelines

- Advising the organisation on non-compliance outcomes with a view to supporting arguments for positive change
(Employment Equity, Skills Development)

- Developing a Skills Development approach for the organisation and evaluating its impact against the overall Human Resources Development Strategy
- Conducting skills audits and communicating findings and developing a framework for planned interventions to address
- Ensuring the compilation of the Workplace Skills Plan in conjunction with the relevant Sector Education and Training Authority, establishes and confirms the status of levies and grants and reports on progress in achieving short to medium term objectives
- Negotiating and plan training strategies with other departments and external providers, and recommend and plan training strategies to develop staff skills
- Directing the procedural and operational dimensions of selecting and coordinating training and monitors effectiveness of training interventions,
- Attending and participating in Employment Equity Forums or Committees and monitoring the implementation of actions accordingly,

- Monitoring establishment records on the Organisational Development and Training database and seeks approval from the Senior Manager Corporate Services to effect changes to records/systems

Application form together with a comprehensive Curriculum Vitae and certified copies of qualifications, driver's licence and identity document must be forwarded to:

Acting Human Resources Manager

Mrs STN Hlongwane

Umzinyathi District Municipality
The closing date for applications will be 5th April 2018@ 15H00.

If not contacted within 30 days from the closing date, kindly regard your application as being unsuccessful.

(NB: Faxed or emailed applications will not be considered)

umZinyathi District Municipality is an equal opportunity employer and encourages applications from women and people living with disabilities and effectively implement affirmative action and employment equity plan.
MR SB NDABANDABA

MUNICIPAL MANAGER

DATE: ______________________