

**HUMAN RESOURCE MANAGER**  
**Ref no: HRM/22/11/2022**

**The National Heritage Council (NHC): The purpose of the NHC is to develop, promote and protect the national heritage for present and future generations.**

Human Resource Manager: Human Resource Unit

**About the job:**

The NHC has a vacancy for a **Human Resource Manager** position, who will be responsible to lead and direct the Human Resources (HR) portfolio of the NHC. The purpose of the role is to provide full HR support, through self and team, to the NHC and employees through: Recruitment, HR processes, Payroll, Career Development, Performance Management and Industrial Relations. In essence, the HR Manager should ensure alignment with and implementation of central NHC People initiatives, contribute to the formulation of the NHC Strategy and formulate the HR Strategy in alignment. Overall, provide solutions for strategic and operational demands.

The position is a **5 (five) year fixed-term contract**, based at **Hatfield, Pretoria**.

**Key responsibilities:**

- Contribute to the development of NHC's overall strategy, driving and implementing HR strategy and business plan
- Lead and implement all change management initiatives within the business, health, safety, and wellness
- Supporting training, development and retention initiatives, including skills development plans and reports
- Recruitment, selection and induction practices supported and implemented
- Ensuring, maintaining monitoring and appraisal of employee performance/behavior training managers to coach and discipline employees -Employee performance management
- Challenge & improve people policies/processes/practices to ensure alignment with legislation
- Schedule hearings with employees; hearing and resolving employee grievances and counselling employees, representing NHC in disciplinary hearings and at the CCMA
- Provide Leadership of cultural change in business areas/areas of responsibility & advising on and assisting management with implementation of optimal organizational structures (change management)
- Operational HR i.e. job profiling, facilitating development in line with career pathing

- and HR advice to all within area including communication to staff
- Provide advice and reporting to Corporate & Finance Committee

**Qualifications, skills and experience:**

- An Honours Degree in Human Resources; Industrial Psychology or relevant equivalent, NQF Level 8 as recognised by South African Qualifications Authority.
- A Masters qualification will be an added advantage.
- Minimum of 5-8 years' working experience in HR generalist activities in a public service environment
- Minimum of 5-8 years' relevant work experience in a Management role
- Selected candidates will be subjected to competency tests

**The following skills are essential:**

- Good communication skills both written and verbal;
- Computer Literacy;
- Knowledge of relevant HR legislation and processes;
- Knowledge on issues such as: Salary System, HR Policies, HR Procedures, HR Products and Services, Administration Management, Personnel Records Management, Filing Methods;
- Time management;
- Coaching and Mentoring skills;
- Business partnering skills;
- Leadership skills;
- Proven ability to manage and develop subordinates;
- Problem solving skills;
- Delivery and details oriented;
- Team member;
- Planning and organising;
- Proof of valid driver's licence.

**Closing date: 22 November 2022**

PLEASE NOTE THAT FEEDBACK WILL BE GIVEN TO SHORTLISTED CANDIDATES ONLY.

Please email your cv at [r.hrm@nhc.org.za](mailto:r.hrm@nhc.org.za)

The NHC is an equal opportunity employer. As such, it is committed to the employment Equity Act and will through the filling of this vacancy, give preference to candidates from designated groups in terms of the Employment Equity Act. By applying for this position at the NHC, the applicant understands, and agrees that the NHC may solicit a credit and criminal report from registered credit bureau and/or South African Police Services (in relation to positions that requires trust and honesty and/or entail the handling of cash or finances), and may also verify the applicant's educational qualification and employment history. The NHC reserves the right to remove the advertisement at any time before the stated closing date and it further reserves the right not to appoint if a suitable candidate is not identified.