MANAGER: HUMAN CAPITAL BUSINESS PARTNERING

A vacancy exists for a Manager: Human Capital Business Partnering at South African Tourism's Head office in Sandton. This position reports to the General Manager: Human Capital. If you possess the required skills, experience and are an energetic team player interested in joining a dynamic organisation committed to developing a better South Africa, we invite you to apply.

Key Outputs:

- Provide high level of professional and strategic Human Capital advice, support and coaching across Business Units and country offices
- Deliver expert advice to influence and guide business units in the planning and management of human capital related activities
- Provide strategic advisory interface services with Human Capital Centre of Excellence (CoE) to ensure integration in programs, projects, and/or policy development
- Work closely with line management to provide strategic and tactical Human Capital support to address core business needs across Business Units and country offices
- Ensure alignment and compliance across Business Units for consistent application of all Human Capital policies, practices, processes and programs
- Translate organisation needs into actionable Human Capital interventions to improve business performance and effectiveness as well as to improve the overall employee experience and engagement
- Manage and coordinate the implementation of Human Capital related functions across Business Units and country offices
- Implement and monitor the Human Capital Strategy
- Manage the implementation of Talent Acquisition, Employee Relations, Employee Wellness, Learning and Development, Talent and Succession Management, Organisational Development, including Performance Management and Change Management initiatives
- In collaboration with the Reward Specialist, conduct benchmarking exercises to establish the optimum salary and benefits package within the guidelines of SA Tourism
- Distribute signed documents to Payroll for capturing in the payroll system
- Manage the leave administration processes and ensure accurate records
- In collaboration with Payroll, develop and communicate the monthly reports on leave administration, e.g. leave liability of the SA Tourism, identified problem areas etc.
- Follow up with line managers and address areas of concern around leave, e.g. non-compliance to policies and procedures, unusually high leave balances etc
- Coordinate the relocation process of employees transferred and/or seconded to country offices
- Facilitate the relationship with the travel agency, in collaboration with the

HC Coordinator to allow for efficient employee mobility

- Manage and evaluate the performance of the HC Business Partners against set target, KPI's and metrics
- Define, cascade and monitor business and people performance objectives to the HC Business Partners

Qualifications and Experience

- Relevant Bachelor's Degree in Human Resources/Industrial Psychology/ Social Sciences/Business Management or relevant qualification.
- Postgraduate Degree in Human Resources/Industrial Psychology/Social Sciences/Business Management will be an added advantage
- 4-8 years in Human Resources or a related field, of which 2 years should be in a management position
- Working knowledge of multiple human resource disciplines, including compensation practices, organisational diagnosis, employee and union relations, diversity, performance management, and employment laws

Knowledge and Understanding of

- Government priorities and imperatives
- Knowledge of SA Labour Legislation
- HR best practice, frameworks, policies and procedures
- Standard practices, processes and procedures relating to HR Planning
- International Labour Legislation knowledge would be advantageous

Visit us @ www.southafrica.net

Enquiries   : Ishara Paparam
Detailed CV with cover letter to be sent to : hr@southafrica.net
Closing date   : 08 April 2019

Should you have not heard from us within two weeks after submitting your application, kindly consider your application unsuccessful.

No late applications will be accepted.