



**SOUTH AFRICAN TOURISM**

## **Job Advertisement**

### **HUMAN CAPITAL BUSINESS PARTNER**

An exciting opportunity exist for an individual who will provide consultative Human Capital services and support to line managers and employees at SA Tourism. The vacancy is based at South African Tourism's Home Office in Sandton. This position reports to the Manager: Human Capital Business Partnering. 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:**

- Support achievement of business objectives through effective HC business partnering.
- Provide high level, professional and strategic HC advice, support, coaching and expertise to business units.
- Build relationship with line management to enhance HC credibility and develop HC competence.
- Implement HC processes in an integrated way to attract, engage, develop and retain talent.
- Provide business unit and country office support for key HC and in-country related issues.
- Support SA Tourism employees and provide advice on the day to day transactional HC issues.
- Implement Talent Acquisition processes.
- Identify and build key talent segments and provide input to workforce plan/staffing model.
- Deliver expert HC leadership to ensure the development and delivery of Talent Acquisition processes that are designed to support workforce planning objectives related to the attraction and retention of high calibre staff.
- On-boarding and Terminations management and execution
- Employee Benefits,
- Leave Support.
- Manage the leave administration processes and ensure accurate records.
- Organisational Development and Change Management support
- Provide overall organisational development and change management support to all business units and country offices at SA Tourism.
- Consult with all the stakeholders and get buy-in for organisational development and change.
- Interface with business units to understand strategic and functional business needs, and monitor and measure the services provided by the HC business unit team members.
- Provide General HC Services: Employee Wellness, Employment Relations, Talent Management, Employee Engagement, Reward and Recognition among others

## Qualifications and Experience

- Relevant Bachelor's Degree/National Diploma in Human Resources/Industrial Psychology or relevant qualification.
- 4 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

- Knowledge of SA Labour Legislation
- It will be important to learn and have working knowledge of international labour legislations
- HR frameworks, policies and procedures
- Standard practices, processes and procedures relating to HR Planning.
- Performance monitoring, evaluation and reporting frameworks, systems and processes

## Qualities

- Attention to detail
- Critical thinking
- Innovative forward thinker
- Excellent interpersonal relations
- Customer focus
- Excellent negotiation skills
- A team player
- Excellent written and oral communication skills
- Assertiveness, Empathy
- Problem-solving skills

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Detailed CV and cover letter to be sent to : [hr@southafrica.net](mailto:hr@southafrica.net)  
Closing date : **9 September 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.**