



SOUTH AFRICAN TOURISM

Job Advertisement

GENERAL MANAGER: HUMAN CAPITAL

An exciting opportunity exists for an individual to develop Human Capital (HC) strategies in alignment to the overall SA Tourism strategy and input to overall SA Tourism strategy. The role provides direction in the implementation of HC services such as recruitment, selection, induction and terminations and all activities that form part of the end-to-end employee lifecycle management process. This vacancy is based at South African Tourism's Home Office in Sandton. This position reports to the Chief Operations Officer. 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:

Develop Human Capital (HC) Strategy, Implement and Monitor the execution of HC strategy

- Develop the overall HR strategy in line with the overall SA Tourism strategy. The strategy to include HC back office (HC services), Organisational Health, Employee relations, Performance Management, Organisational Development, Remuneration and Benefits, Learning and Development;
- Provide input to the SA Tourism annual business plan and budget from the business unit's perspective;
- Develop and implement an annual plan for HC that supports the achievement of the overall SA Tourism objectives.

Strategy Planning and Execution

- Provide advice and guidance into the Human Capital (HC) aspect of SA Tourism's strategic plan and Annual Performance Plan (APP) and ensure translation into the HC business unit's annual strategic and operational plan;
- Oversee and manage the development and implementation of business unit operational plans for SA Tourism from a people perspective (e.g. Strategic HC, People Performance, Operational, and Learning and Development Plans);
- Measure and monitor achievement of strategic objectives of the Business Unit and take corrective actions where required.

Develop and implement HC policies, services, systems and processes, ensure compliance with legislation

- Consult with the relevant stakeholders and develop the HC policies to support overall business plans and objectives;

- Monitor and advise on the compliance with labour legislation (including country offices);
- Ensure all the HC statutory reporting is done as per the required frequency (WSP/ATR; EE);
- Regularly review and assess HC policies to ensure alignment with the business and legislative compliance;
- Monitor effective payroll management and compliance;
- Optimise and align reward and recognition processes, policies and practices.

Oversee the processes of people management and development

- Oversee the development of Talent Management strategy/programme for SA Tourism in terms of recruitment, psychometric assessment, engagement, development and retention of talent; including career development and succession planning;
- Oversee the development and implementation of a Performance Management framework to inculcate the philosophy of a high-performance culture;
- Lead the SA Tourism performance management process to create an energised high performance culture;
- Oversee the recruitment function to ensure that business units are capacitated with suitably qualified and competent employees to facilitate the achievement of strategic and operational objectives;
- Oversee the development and implementation of a learning and development framework to inculcate the culture of employee development;
- Oversee the employee relations function to promote positive and effective employment relations practices, and ensure compliance with Labour Relations Act, Basic Conditions of Employment Act and Employment Equity Act requirements.

Manage HC reporting: Report consistently to the Head of Corporate Services and CEO on:

- Performance against the business and operational plans from the department's perspective (Business Unit annual performance plan, budget management);
- Human capital management;
- Stakeholder management;
- Provide management reports so that internal and external stakeholders are informed of performance progress and relevant issues of the department;
- Writing formal reports and/or providing verbal feedback;
- Conducting presentations and/or workshops to internal and external stakeholders.

Qualifications and Experience

- A minimum of bachelor's degree in Human Resources/Industrial Psychology
- Post Graduate or Master's Degree in Human Resources/Industrial Psychology/Business Management and relevant professional registration will be an added advantage.
- 8-10 years in Human Resources or a related field, of which 5 years should be in management position.
- Previous experience in managing an HR Department/Function essential.

Knowledge and Understanding

- Government priorities and imperatives;
- Knowledge of SA Labour Legislation (it will be important to learn and have working knowledge of international labour legislations);
- HR frameworks, policies and procedures as applicable in general and specifically to the public service;
- Standard practices, processes and procedures relating to HR Planning;
- Legislation and regulations that govern the Public Service e.g. the Public Service Act;
- The PFMA and regulations, and other relevant legislation - e.g. the National Strategic Intelligence Act; the National Archives of South Africa Act; the Promotion of Access to Information Act;
- Employment Equity Act, the BCEA, Codes of Remuneration;
- Performance monitoring, evaluation and reporting frameworks, systems and processes;
- Relevant legislation and regulatory requirements namely PFMA, Treasury Regulations and Frameworks on performance information and strategic plans;
- Corporate Governance (King principles);
- Communications and information management legislative requirements;
- All Public Service systems.

Qualities

- Attention to detail;
- Critical thinking;
- Innovative forward thinker;
- Strategic thinker;
- Ethical;
- Excellent interpersonal relations;
- Customer focus;
- Excellent negotiation and mediation skills;
- A team player;
- Excellent written and oral communication skills;
- Problem-solving skills.

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Detailed CV and cover letter to be sent to : humancapital@southafrica.net
Closing date : **31 January 2022**

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.