



SOUTH AFRICAN TOURISM

Job Advertisement

Organisational Development, Reward, and HCIM Specialist

An exciting opportunity exists in our Human Capital business unit for an Organisational Development, Reward, and Human Capital Insights Management Specialist. The role is responsible to develop, implement and maintain the organisational development and reward strategies and frameworks, to drive organisational effectiveness. The incumbent is responsible for optimising Human Capital Information Management System to enable effective business partnering through talent insights.

This vacancy is based at South African Tourism's Home Office in Sandton. This position reports to General Manager: Human Capital.

If you possess the required skills, and 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:

Manage talent and performance management cycle and process

- Ensure the implementation of the employee performance management policy and process to facilitate improved employee performance;
- Ensure the development of an implementation plan for performance management;
- Oversee the training of staff on the performance management system;
- Ensure the talent management and performance management cycle are adhered to.

Conduct HC planning and reporting for SA Tourism

- Drive talent management for the reporting line in terms of recruitment, development, and retention;
- Implement SA Tourism performance management requirements, ensuring continuous performance feedback to and development of employees in the reporting line;
- Monitor the implementation of individual skills development plans for employees;
- Facilitate a Performance Management culture and philosophy for SA Tourism that is linked to the achievement of organisational goals.

Manage SA Tourism Rewards and Benefits

- Develop remuneration and benefits strategies and frameworks to achieve employee attraction, motivation, and retention objectives;
- Manage SA Tourism's benefits program in conjunction with outsourced providers;
- Review and implement remuneration and benefits programs/policies in line with the SA Tourism business strategy and keep abreast of non-financial benefits offered by other companies and particularly by competitors;

- Run salary benchmarking reports both internally and externally to ensure competitive market rates and SA Tourism relativity;
- Provide up-to-date, relevant, and appropriate remuneration advice and guidance to People Managers and teams;
- Collate and calculate variable reward payments, such as incentive bonus schemes and assist with all policy and system inquiries across regions;
- Manage the annual performance, incentive, and remuneration reviews;
- Manage job evaluation process of new and existing roles and salary recommendations across the business;
- Maintain Reward and Benefits intranet pages/communications; ensure that reward and benefits-related communications are up to date.

HRIS and reporting

- Manage business unit performance against set targets, KPI and metrics;
- Define, cascade, and monitor business and people performance objectives;
- Evaluate business unit performance against targets.

Qualifications and Experience

- A minimum of bachelor's degree in Human Resources/Industrial Psychology;
- Postgraduate or Master's Degree in Human Resources/Industrial Psychology/Business Management and relevant professional registration will be an added advantage;
- 5-8 years in Human resources or a related field, of which 2 years should be in a management or specialist position.

Knowledge and Understanding

- Government priorities and imperatives;
- Knowledge of SA Labour Legislation (it will be important to learn and have a working knowledge of international labour legislation);
- HR frameworks, policies, and procedures as applicable in general and specifically to the public service;
- Working knowledge of HRIS systems (Oracle, SAP etc);
- Standard practices, processes, and procedures relating to HR Planning;
- Legislation and regulations that govern the Public Service e.g., the Public Service 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;
- 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.

Visit us @ www.southafrica.net

Detailed CV and cover letter to be sent to : hr@southafrica.net
Closing date : 20 January 2023

South African Tourism is an equal opportunity employer. Applications from persons living with disabilities are encouraged.

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.