

INTERNAL AND EXTERNAL ADVERT

VACANCY:	General Manager: Human Capital Management
BUSINESS UNIT:	Human Capital Management
REPORTING TO:	Chief Executive Officer
REF NO:	HCM/06/2023
Applicable total annual salary is R1 539,968.50 Total cost to company (including benefits)	

Purpose: To ensure HR plan alignment with the implementation of corporate plan and strategy. This role will be engaged in providing generalist HR support across a varied spectrum of subject matters from HR strategy, advice, and change management solutions, supporting the introduction of the foundations required to make the HR function operational, visible, and relevant.

Qualifications: • Min 3-year Degree in Human Resources and/Honours in Human Resources Management/ Industrial Psychology or related field.

Ideal: Post Graduate: • MBA and/or Master's in Humanities, Behavioral Science, and Industrial Psychology will be an added advantage.

Experience: • 8-10 years' experience in a Human Capital Management environment • At least 5 years experience at a Senior Management level • 5 years' experience in People Management.

Responsibilities

1. Implement Strategic HR Framework for JPC: • Partner with senior management and other stakeholders in the COJ to identify business priorities and drive HR strategies and programs with the objective of helping the organization to meet its strategic goals. • Identify and implement key strategic HR drivers in support of the corporate plan and strategy. • Ensure that Human Resources are planned for and timeously provided. • Develop, align, and implement talent management strategies with JPC strategic objectives • Provide leadership and strategic support on Human Resources matters relating to talent management • Promote effective collaboration and team Align the HR Plan with the implementation of the corporate plan • Ensure payroll information and transactions are in line with policies and procedures. • Provide guidance to the business on organisational and developmental needs • Advising the organisation on HR-related issues in line with policies and legislation. • Strategic management of the various aspects of HR Operations. • Developing, implementing, and administering human resources policies and procedures and ensuring compliance with legislation.

2. Ensure overall management of HR function: • Building effective and productive relationships with key stakeholders to define and lead initiatives to support the achievement of business goals. • Ensure that employee relations are maintained within the organisation. • Ensure that policy development, review and compliance with the relevant labour laws, MFMA and MSA • Act as an advocate of the company values and culture to create a positive and productive working environment • Oversee employment law practices and general compliance in respect of BCEA; SDA, OHS; EEA; LRA.

3. Human Resource Management Information System: • Maintain an appropriate information system for JPC • Ensure the provision of analytical reports for the business • Evaluate new system designs for use in JPC.

4. Employee Relations and Wellness: • Develop a framework for defining and building conducive employee relations within the organization to • Represents the organization in employee contract management, contract negotiations with employees, management, and labour organizations • Manager the Collective Bargaining Agreement • Advises line management and labour representatives in best labour relations practices and strategies for management of labour problems and challenges • Ensure that the Company's treatment of employees is consistent with its core business values and objective • Investigating and resolving complex or critical employee relations issues in a timely and effective manner. • Conducting employee satisfaction surveys to ensure that the organization creates a safe, friendly, and healthy environment that responds to employee needs and concerns. • Collating and analysing employee feedback across all levels on a regular basis and revising people programs and policies to generate more positive outcomes. • Partnering with senior management, labour, and human resources to develop and implement employee relations best practices and programs. • Developing programs and projects for continuous employee relations improvement.

5. Manage Employee Management Performance Systems within JPC: • Ensure that Training and development interventions are aligned to the organisation's balanced scorecard and contribute to the attainment of its overall objectives and goals. • Ensure the implementation of a JPC competence model. • Manage the development and implementation of integrated performance management process to Facilitate a high-performance culture • Oversee the development, approval and implementation of HRD and Leadership Development programmes • Analysing and reporting on the overall departmental performance on a quarterly basis through the compilation of the quarterly progress for submission. • Write out monthly performance report for the company and submit to relevant structures • Coordinate input on behalf of the department, into the development of an annual report, cluster plans ad business plans for Property Portfolio and JPC.

6. Departmental Business Plan and budget: • Review the Human Resources Risk and Compliance, developing appropriate interventions to mitigate these in ensuring a safe and secure organisation • Prepare the department business plan in line with the company strategy, company business plan, sectoral plans, and Mayoral Priorities.

7. Operation Clean Audit Report (OPCAR) for the department: • Coordinate the development of a departmental OPCAR tracking register • Assist the Executive Manager in monitoring the implementation of action plans and report on the progress thereof • Perform and coordinate Adhoc assignments that come to the Executive Manager • Attend meetings on behalf of the Executive Manager and ensure that the department is properly represented at all relevant forums as and when necessary.

8. To ensure implementation of best demonstrated HR practices: • Identify and implement best practice trends within JPC • Establish/ensure membership of best practice forum with like industries or similar organisations • Conduct research and analysis in ensuring high quality and standard application of HR solutions. • Continuous industry and international benchmarking on HR processes.

9. Organisational Development and Change Enablement: • Partner with senior management to develop and implement an organisational development strategy and structure that ensures organisational efficiency and effectiveness, promotes employee engagement and builds a strong organisational culture. • Develop and implement competency framework and assessment procedures. • Ensure that JPC's Organisational Design is in line with the Organisational Structure to enable the organisation to get the basics right and contribute to a Business-Friendly City • Leading the execution of change management programs. • Developing and implementing programs that are aligned with the Company's talent priorities • Develop recruitment and internal mobility programs to ensure a strong pipeline of internal and external candidates across all levels. • Conduct regular talent reviews to ensure succession planning across key positions. • Analysing and translating workforce data into talent insights to aid in data-driven decision-making on talent. • Engage employees in their career and developmental needs. • Ensure that talent processes are implemented, communicated, and integrated across the organisation.

10. People Management: • Ensure the development of a high-performing team through embedding formal Performance Development and informally coaching the management team on how to conduct the process effectively • Determine and analyse training and development needs for managers and ensure they do the same for their teams. Ensure that identified training is budgeted for and executed. • Establish and maintain a succession plan for the management team in the area using the formal Talent Management process for identified talent and an information process for remaining roles. • Address poor performance of any team member through the formal Performance Improvement process.

Knowledge and Attributes: • Flexibility and Accountability • Commercial Awareness • Action Orientation and Specialist Knowledge • Strategic and Leadership • Planning and Organising • Persuasiveness Influence • Creativity and Innovation.

Note:

- JPC is an Employment Equity Employer; therefore, an appointment will be made in accordance with the company's employment Equity Policy and Plan.
- Submit a detailed, relevant CV including copies of qualifications via e-mail to JOBS@jhbproperty.co.za **Quoting the relevant reference and job title.** Should you have any queries kindly contact **Tshepo Mokataka** on **0648502822**.
- Applicants must note that further verifications like qualifications and criminal checks will be conducted once they have been shortlisted and that their appointment will be subject to positive outcomes on these checks.
- JPC reserves the right not to fill the position or to re-advertise it. Where applicable, candidates may be expected to undergo psychometric assessments.
- It is the applicant's responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide the evaluation results.
- Should you not hear from us within 6 weeks after the closing date, you may consider your application as an unsuccessful.

Closing Date: 21 June 2023