

VACANCY

Applications are invited from suitably qualified persons for the following position:

HUMAN RESOURCES MANAGER (REF. No: HR/MBDA/20230401)

A total cost to company market related salary

THE MBDA is seeking to appoint a competent and dynamic HR Manager to direct and oversee the company's HR department and the overall mission, vision and strategy of the Agency.

The incumbent would have the following Key Responsibilities & Performance Areas:

- Set objectives for the HR team and track progress
- Overall day to day management of the HR function
- Maintain HR procedures that comply with all labour regulations
- Design and implement company policies that promote a healthy work environment
- Report to Management and provide decision support through HR metrics
- Development of organizational culture and ethics
- Head the process of change management
- Work and define the budgets for HR programs
- Ensure HR staff requests and grievances are addressed in a timely manner
- Oversee and manage a performance appraisal system that drives high performance
- Customize and deliver specific HR initiatives such as coaching managers on performance management, employee development, succession management
- Oversee skills development , training programs and team building initiatives
- Manage the recruitment and selection process
- Ensure that succession plans are in place
- Develop and maintain stakeholder / customer relationships (internal and external)
- Assist with internal and external audit requirements
- Manage the risks associated with Human Resources and Labour Relations
- Prepare progress reports to the to the MBDA Board of Directors and its relevant committees

Mandela Bay Development Agency

Directors: V Dyantyi, P Kondlo, M Moolman, KG Ntshanyana
G Perumal (Chairperson).

Company Secretary: M Matiwane

The incumbent should demonstrate the following areas of Experience and Skills

Strong interpersonal & authentic leadership skills

- Strong interpersonal and authentic leadership skills
- Hands-on experience with Human Resources Management Software
- Solid understanding of legislative environment and relevant labour legislations i.e. LRA, EEA, BCEA,
- Ability to foster healthy employees' relations
- Exceptional human resources management skills.
- Excellent communication skills (verbal and non-verbal)
- Exceptional emotional intelligence
- Demonstratable, extensive knowledge of human capital best practices, ICT Governance frameworks, relevant HR Information Systems and platforms
- Understanding of best practice leadership principles and have a proven track record in managing human capital

Minimum Requirements

- A minimum of a Postgraduate/Honours degree in Human Resource Management or Business Management or any related field is required (NQF level 8), a Masters qualification (NQF level 9) would be advantageous.
- Minimum of 10 years' experience in Business Management and/or HR Management in both private sector and public sector.
- Must be in possession of valid code B driver's licence.

This position is a permanent one with normal company benefits and a salary package commensurate with experience and relevant tertiary qualifications. Please provide contact details of five (5) written references which will be used to verify qualifications, experience and competence.

Applications with detailed *curriculum vitae* should be forwarded to recruitment@mbda.co.za

Or per hand to the MBDA offices @ Tramways Building, 1st Floor, Corner of South Union Street and Lower Valley Road, Central, Port Elizabeth, 6000.

Applications for the above position will close on Monday, 07 May 2023 @ 16:00.

The successful candidate will be required to sign a performance agreement; disclose his/her financial interests and undergo pre-employment screening, security vetting and competency assessments as part of the recruitment process.

The MBDA is an equal opportunity employer, committed to the Employment Equity Act (55 of 1998). Previously disadvantaged individuals and people with disabilities are encouraged to apply. If no reply to your application is received within sixty (60) days from date of closing, please consider your application as being unsuccessful. For further information, visit www.mbda.co.za.

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