



SCI-BONO DISCOVERY CENTRE NPC

Tel: +27 11 639 8400 | Fax: +27 11 832 3360 | www.sci-bono.co.za
C/o Miriam Makeba & Helen Joseph Streets | Newtown | Johannesburg
PO Box 61882 | Marshalltown | 2107

Company registration: 2004/010183/08 | VAT no: 473 021 6290
PBO reference no: 930 014 449 | NPO Registration: 056-334-NPO

VACANCY

SENIOR MANAGER: HUMAN RESOURCES & DEVELOPMENT (HR& D) (3 YEARS FIXED TERM CONTRACT)

JOB PURPOSE

The main purpose of the job is to oversee and manage various aspects of the HR Function such as recruitment, industrial relations, training and development of employees, performance contracting and appraisals, employee counselling and organisational development within Sci-Bono.

It is responsible for developing and implementing HR Strategies, policies and procedures that will provide an employee-oriented, high-performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment and the recruitment and ongoing development of superior workforce.

PRINCIPLES RESPONSIBILITIES:

HUMAN RESOURCES DEPARTMENT

- Develop and administer policies, programs, standard operating procedures, and guidelines to help align the workforce with the vision of the organization.
- Develop departmental goals, objectives, operational plans, reporting and systems.
- Establish departmental measurements that support the accomplishment of the organization's vision.
- Develop departmental budget and ensure effective, efficient and economic expenditure that includes tracking.

BOARD OF DIRECTORS

Abbey Witbooi (Chairperson) | Dr Nandipha Madiba (Deputy Chairperson)
Prof Bongani Bantwini | Zeth Malele | Patricia Maloka | Adv Lentswe Mokgatle | Nomdeni Banda
Prof Khulekani Sitole | Godfrey Tsotetsi | Mashane Mphahlele | Prof Mfanelo Pat Ntsobi (CEO)

HUMAN RESOURCE INFORMATION SYSTEM

- Manage the development and maintenance of the Human Resources sections of both the Internet and Intranet, particularly recruitment, culture, and company information.
- Maintain accurate employee-related databases.
- Prepare and analyse reports that are necessary to carry out the functions of the department and company.
- Prepare periodic reports for management, as necessary or when requested.
- Fully utilizes different Human Resources software to the company's advantage.
- Contribute positively to the search for a seamless end-to-end system for the organization.

TRAINING AND DEVELOPMENT

- Implement effectively and accurately the performance management and development system that includes performance development plans (PDPs) and employee development programs.
- Establish an in-house employee training system that addresses the company's training needs including performance assessment, new employee orientation or on-boarding system, management development, production cross-training, measurement of training impact.
- Guide managers with the selection and contracting of external training programs and consultants.
- Provide necessary education and materials to managers and employees including workshops, manuals, employee handbooks, and standardized reports.
- Develop and monitor the spending of the corporate training budget.
- Maintain employee training records.
- Implement an effective, fair, and transparent bursary scheme for all employees within the organization.

RECRUITMENT AND SELECTION

- Manage the recruitment process for employees and interns using the standard recruiting and hiring practices and procedures necessary to recruit and hire a superior workforce.
- Conduct the recruiting planning meetings when needed staff is identified.

- Review resumes for all candidates and interview candidate for employment.
- Ensure people recruited will contribute to the vision of the organization regardless of the department where they are hired.
- Serve on employee selection committees or meetings.

EMPLOYMENT RELATIONS

- Develop Human Resources policies for the company with regard to employee relations.
- Partner with management to communicate Human Resources policies, procedures, programs, and Labour laws.
- Make recommendations on employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.
- Participates in the conduct of investigations when employee complaints or concerns are brought forth.
- Advise managers and supervisors about the steps in the progressive discipline system of the company.
- Counsels managers on employment issues.
- Assists with the implementation of company Health and Safety programs.
- Tracks and posts OSHA-required data and files reports.

COMPENSATION

- Monitor the company's wage and salary structure and the variable pay systems within the company including bonuses and raises.
- Provide competitive market research and prepares pay studies to help establish pay practices and pay bands that help to recruit and retain superior staff.
- Provide payroll processing backup support. Partners with accounting and payroll to maintain the payroll database.
- Conducts one salary survey per year.

EMPLOYEE BENEFITS

- Provides day-to-day benefits administration services.
- Assist employees with any claim issues.
- Develops and schedules benefits orientations and other benefits training.

- Recommends changes in benefits offered, especially new benefits aimed at employee satisfaction and retention.

LABOUR RELATIONS

- Facilitate all Labour Relations related matters including disciplinary and grievance matters and the application of the organisation's staff policies and ensure compliance with policy and legislation in these matters.
- Liaise with the recognised Union on matters of Collective Bargaining or any other matter that might influence the employees' conditions of service, rights, and mutual interest.
- Represent the Organisation at the CCMA on matters that have been referred for resolution.
- Represent and/or facilitate the bilateral meetings between the Organisation and the Union for the discussion of matters as contained in the Collective agreement.
- Review and draft policies that are relevant to the working relationship between the Organisation and its employees.
- Review and draft the Collective Agreement between the Organisation and the Union annually or when the need arises.
- Develop and draft templates that are relevant to Labour Relations i.e. disciplinary forms, return to work interview form and counselling letters for sick absence.

STATUTORY REQUIREMENTS

- Complies with all existing governmental, labour relations and legal requirements including Employment Equity Plan, Skills development Act, Stats SA, BCEA, Occupational Safety and Health Safety etc., and so forth.
- Maintains minimal company exposure to lawsuits.
- Protects the interests of employees and the company in accordance with company Human Resources policies and governmental laws and regulations.

ORGANISATION DEVELOPMENT

- Ensure that a company-wide process of organization development that addresses issues such as succession planning, superior workforce development, key employee retention, organization design, and change management.

- Have oversight of employee communication and feedback through such avenues as company meetings, suggestion programs, employee satisfaction surveys, newsletters, employee focus groups, one-on-one meetings, and Intranet use.
- Monitor the organization's culture so that it supports the attainment of the company's vision and promotes employee satisfaction.
- Organise company-wide committees including the wellness, training, and culture committees.

EDUCATION AND EXPERIENCE

- B. Degree Hons in Human Resources Development or equivalent.
- Master's degree in human resources development is preferred.
- 5 years' experience in Human Resources Management, particularly in a non-profit environment
- 5 to10 years of progressive leadership and management experience in all areas of Human Resources Development identified above.
- Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, training, and preventive labor relations, preferred.
- Experience in working in a unionized environment.
- Experience in managing recruitment, training, and HR policy development.
- Involvement in submission of skills and equity reports to the relevant bodies.

REQUIRED COMPETENCIES (APPLIED SKILLS, KNOWLEDGE, AND ATTRIBUTES)

- Highly professional individual of high morals and ethics.
- General knowledge of all employment laws and practices.
- Experience in the administration of benefits and compensation programs and other Human Resources programs.
- Excellent computer skills in Microsoft Windows software must include Excel and demonstrated skills in database management and record keeping.
- Thorough knowledge of HRD people's software.
- Excellent industrial relations skills must have dealt with Unions and CCMA.
- Knowledge of dealing with Sector Education Training Authorities (SETAs), Quality Council for Trades and Occupations (QCTO), South African Qualifications Authority (SAQA), and Council for Higher Education (CHE), amongst others, for training and development purposes.

- Effective oral and written communication.
- Excellent interpersonal and coaching skills.
- Evidence of the practice of a high level of confidentiality.
- Excellent organizational skills.
- Knowledge of VIP People System

The Sci-Bono Discovery Centre is an equal opportunity employer, guided by the principles of Employment Equity. To comply with our equity plans and embracing diversity, preference for this position will be given to white candidates and people living with disability. Interested and qualified candidates are invited to email CVs to the: Human Resources Office recruitment.sci-bono@sci-bono.co.za with Reference Number **SCI202307**. Only CVs submitted with the correct subject line will be attended to.

Closing date: 30 June 2023

Disclaimer: Correspondence will be limited to short-listed candidates only.