



The Harry Gwala Development Agency (the HGDA), the special purpose vehicle for the Harry Gwala District Municipality, has been entrusted with the responsibility of driving the implementation of strategic economic growth and development programmes within the district and its local municipalities.

Applications are hereby invited from interested and suitably qualified persons for the position of:

HUMAN RESOURCE MANAGER

REF. NO. HGDA 2020/03/01

FIVE-YEAR CONTRACT

REMUNERATION NEGOTIABLE

Job Requirements

- A Bachelors Degree/National Diploma in Human Resource Management or related discipline.
- A minimum of 3 years supervisory experience in all Human Resources matters
- Computer literacy is essential
- Driver 's Licence
- Proven experience of working with a Human Resources system

Duties

- Responsible for planning, leading and directing all Human Resources function within the Agency
- Research, develop and review policies, procedures, systems and control.
- Drive the recruitment and selection process
- Management of health, safety and wellness services to staff
- Oversee identification of training /skills / competency needs within the organization
- Coordinate career development, succession planning and talent management needs in partnership with line management
- Oversee the Skills Development for the Agency
- Management of Labour Relations
- Oversee management of benefits (Provident Funds, Medical Aids Schemes, other related benefits)
- Leave management and payroll
- Preparation of Human Reports

Attributes

- Ability to work under pressure
- Emotional intelligence
- Honesty and integrity
- Initiative, creativity and innovativeness
- Tact, confidentiality and diplomacy

Notes to applicants:

Enquiries for the above position should be directed to the Chief Executive Officer (Ms. N.C James) on 039-834 1362/2740/1510.

- 1. Please submit your application stating the reference number and the name of the position clearly marked to:**

**The Chief Executive Officer
Harry Gwala Development Agency
Private Bag X507
IXOPO**

3276

Or hand deliver to Harry Gwala Development Agency, Farmers Market, Erf 226, Portion 27 Ixopo 3276.

- 2. The application must be accompanied by a comprehensive curriculum vitae and certified copies of educational qualifications, identity document and driver's licence (Please do not attach copies of previously certified copies).**
- 3. Faxed or e-mailed applications will not be accepted.**

Please note that the right to make an appointment is reserved and that if no communication is received within two months of the closing date of applications, kindly regard your application as having been unsuccessful.

Closing date for the applications is 23 July 2020