



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20240607/1913
Advert Reference Number:	DTP004/05/24
Job Title:	Human Resources Business Partner
Job Level:	Paterson D2
Vacancy Type:	External
Salary:	R757,200 to R1,135,800 Total Cost to Company
Department:	DUBE TRADEPORT
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	Corporate Services Division
Number Of Posts:	1

Duties/Responsibilities:

Purpose:

Provide an integrated, customised HR generalist service to a portfolio of divisions. Partner with management to align the organisation's HR strategy with their business objectives, by implementing and delivering on value-adding HR initiatives across all the HR functional areas. Providing expert advice and guidance to managers and employees to create a high engagement and performance culture for DTPC.

Key Performance Areas:

HR Strategy and Operational and Administrative Excellence:

- Provide input into the HR Strategy of DTPC.
- Provide input into and implement HR policies, procedures, processes and systems.
- Implement the approved HR Strategy and related projects and initiatives within Divisions, to ensure that implementation is successful and achieved on time.
- Support the utilisation of technology to automate HR processes, as far as possible for maximum efficiency and effectiveness.
- Engage line managers and form strong relationships to build trust, confidence and credibility.
- Implement HR procedures and processes that are efficient and effective, without compromising on values, inclusion, or guiding principles.
- Driving the HR function to high levels of service delivery and operational excellence.

Human Resources Planning and Strategic Resourcing:

- Implement the workforce plans and structures for divisions, in line with staff cost budgets, provincial and national legislation, regulations and directives.
- Provide input into the regular review of the Recruitment and Selection Policy, Procedures and Processes.
- Implement the Recruitment and Selection Policy.
- Manage the recruitment, selection, and promotion processes, for the vacancies allocated as per the Recruitment Plan, which is aligned to the grade of the position.
- Implement the recruitment, selection, and promotion processes according to the workforce plan, Employment Equity Plan and talent management and succession plan, ensuring candidates fit the role and company culture.
- Advertise vacancies and assess and interview shortlisted applicants in accordance with approved policies and procedures.
- Provide support and advice to line managers on the development of job descriptions.
- Compile job specifications based on approved job descriptions and competency-based interview questionnaires.
- Advertise all vacant positions internally and externally. Engaging with recruitment agencies to ensure the sourcing of the best possible quality candidates.
- Shortlist potential candidates and prepare a matrix for line managers to review and confirm the final shortlist of candidates to be interviewed.
- Prepare competency-based interview questionnaires together with the line manager for all vacancies and distribute packs to panel members prior to interviews.
- Facilitate the scheduling of interviews, propose panel members, and arrange for psychometric and risk assessments.
- Facilitate interviews and record outcomes.
- Interpret psychometric results and providing feedback to the Selection Panel.
- Communicate and give feedback to candidates on status and outcome of recruitment processes.
- Prepare Recruitment Memos and Letters of Offer for review and approval.
- Oversee that a compliant recruitment file is compiled for each vacancy, by the HR Coordinator, to ensure that there are no audit items.
- Maintain recruitment records and statistics.
- Manage the effective placement of employees by managing the pre-start date arrangements activities.
- Manage the induction process of new employees, to ensure induction programme is conducted and induction reports are produced.
- Manage the probation process, employee evaluations and reports for new employees.
- Advise on recruitment decisions with regard to matters related to recruitment, selection and promotion.

Remuneration and Benefits and Exit Management:

- Provide input into the regular review of the Remuneration and Benefits Policy.
- Advise line managers and employees on the Remuneration and Benefits Policy and Procedures, with the support of the Remuneration and Benefits Manager where required.
- Advise and support line managers and employees on exit and termination procedures, ensuring that exit dates are timeously communicated to the Remuneration and Benefits department.
- Manage the Exit Interview process and ensure that exit interviews are conducted, and questionnaires are submitted.
- Analyse exit data and provide reports to establish trends and formulate solutions.

Talent Management & Succession Planning and Learning & Development:

- Provide input to the Talent Management and Succession Planning Policy and Strategy for DTPC.
- Drives and implements the Talent Management and Succession Planning Policy and Procedures.
- Facilitate Talent Management and Succession Planning Review Sessions and regularly update the information and reports. Provide information and reports to the Manager Learning and Development.
- Talent profiles for top talent in the divisions are populated and updated on a regular basis, provided to the Manager Learning and Development.
- Provide input and recommendations to retention strategies for DTPC.
- Provide input to the Manager Learning and Development in the formulation of talent development plan and learning programmes and activities.
- Support line managers with the implementation of the career pathing and focused development plans for identified talent and future successors.
- Provide input to the Learning and Development Policy and Procedures for DTPC.
- Advise line managers and employees on the Learning and Development Policy and Procedures, with the support of the Manager Learning and Development where required.

- Provide input to the Manager Learning and Development in the development of the organizational learning and development plan.
- Participate as a member of the Employment Equity and Skills Development Committee in place for DTPC.
- Support the implementation of the Learning and Development strategy and plans to meet the employment equity and BBBEE scorecard objectives and targets.

Performance Management:

- Provide input to regularly reviewed Performance Management Policy and Procedures for DTPC.
- Drives and implements the Performance Management Policy and Procedures.
- Implement and monitor the Performance Management System and provide guidance to line managers and employees in terms of Performance Agreements, Assessments and Personal Development Plans.
- Advice and support line managers on ensuring that the right KPAs, KPIs and targets are in place for employees.
- Provide support and guidance to line managers and employees during performance assessments.
- Provide support and guidance to line managers when managing poor performance.
- Conduct regular workshops for managers, as well as new and existing employees.
- Facilitate divisional performance moderation processes and produce reports on finalized outcomes.

Employee Relations:

- Provide input into the regular review of the Disciplinary and Grievance Policies and procedures for DTPC.
- Drives and implements the Disciplinary and Grievance Policies and procedures.
- Conduct training of all line managers and employees to ensure they understand their roles within the Disciplinary and Grievance processes.
- Advice and support line managers on employee relations practices necessary to establish a positive employer-employee relationship and to promote a high level of employee morale and - motivation.
- Consult and advise line managers and staff on all employee relations matters, ensuring that it complies with legislation.
- Manage the disciplinary processes within the Divisions, in line with policy and legislation.
- Assist line managers with investigations, where necessary.
- Assist line managers to draft accurate and relevant charges for disciplinary proceedings.
- Maintain records and statistics relating to disciplinary proceedings and grievances.
- Interact with shop stewards and union representatives on day-to-day issues, in line with the Recognition Agreement.
- Participate in the monthly Management and Shop Steward Meetings and support the Senior Manager Human Resources in the implementation of employee relation matters.
- Participate in the annual wage negotiations for the organization.
- Participate in the management of industrial action within the organization.
- Represent the organization in labour related matters at the CCMA and other forums.

Employee Wellness:

- Provides input to all the various employee wellness related policies and procedures.
- Advise line managers and employees on employee wellness policies and procedures, with the support of the Manager Employee Wellness where required.
- Works with the Manager Employee Wellness on various employee wellness matters within the Divisions.
- Works with the Manager Employee Wellness on incapacity and non-performance issues of employees that are related to wellness matters within the Divisions

Employment Equity:

- Provides input into the Employment Equity Policy and procedures and Employment Equity Plan for DTPC.
- Provide input into and implement the BBBEE Plan relating to the areas of responsibility for the HR Department
- Drives and implements the Employment Equity Plan and initiatives.
- Compile Employment Equity Reports and statistics.
- Act as Secretariat to the Employment Equity Committee, supporting the Chairperson, by ensuring that quarterly meetings are held, and the objectives are aligned to the Employment Equity Act and EE Plan of DTPC. Produce and distribute Agendas and Minutes for meetings timeously.
- Consult and advise line managers and staff on all employment equity related matters, ensuring that it complies with legislation and policy.
- Facilitate the employment equity processes and ensure that it forms the foundation for all the people management processes in the organization.
- Drives, implements and monitors diversity management within the Divisions.
- Produce accurate EEA2 and EEA4 reports for review and approval and ensure timeous submission to the Department of Labour.

HR Advice, Reporting and Risk Management:

- Provide expert and professional advice and solutions on all aspects of human resources management.
- Provide information and statistics as input into the HR reports and submissions to Exco and Remcom.
- Provide information and statistics as input into the monthly HR dashboard for reporting purposes.
- Identifies HR risks in the divisions and develops appropriate risk prevention measures.
- Maintain adherence to all HR governance and practice requirements.
- Empower line managers to undertake people management responsibilities.
- Advise line managers and act as a sounding board on people matters.

Change Management and Organizational Design and Development:

- Facilitate culture change, taking the direction from the business strategy and executive leadership.
- Act as a Change Agent that facilitates culture change within the Divisions, taking direction from the HR strategy and plan that requires implementation.
- Create a working environment which considers the impact upon employees at all stages of implementation to bring the employee value proposition to life.

- Supports culture survey and staff engagement processes and implements the approved organisational development plans to address culture gaps.
- Provides strong change agent capability and implements the approved change management plan for the organisation.
- Supports and implements approved OD interventions to address the Division's needs.
- Identifies and facilitates appropriate team interventions for the Divisions to facilitate the effective operation of the Divisions' teams.
- Lead line managers and employees through change

People Management:

- Manage and motivate direct report to achieve maximum performance through training, mentoring and skills development.
- Compile, complete, and finalise Job Descriptions, Performance Agreements and Performance Assessments for direct reports timeously.
- Plan for and manage recruitment needs for area of responsibility.
- Foster a working environment which contributes to improving direct report's morale and increasing productivity.
- Provides management that demonstrates the values of DTPC.

Qualifications and Experience:

- Degree or BTech in Human Resources or related field
- 5 - 8 years' experience as an HR generalist/ seasoned professional, of which at least 3 years in a managerial role.
- HR generalist experience in a unionised environment, would be advantageous.
- Experience in all aspects of human resource management, ie Recruitment and Selection, Talent Management, Performance Management, Organisational Design, Transformation, Industrial Relations, Remuneration and Benefits, etc.
- Experience in Organisational Development and Change Management

Essential Knowledge, Skills and Competencies Required:

- Knowledge of latest legislation and best practices in all areas of human resource management.
- Experience in Organisational Development and Change Management.
- Excellent MS Office skills, particularly superior Excel skills.
- Knowledge and understanding of financial management (numerical skills).
- Knowledge and understanding of Public Financial Management Act.
- Knowledge of all relevant legislation, e.g. Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Skills Development Act, Occupational Health and Safety Act, Taxation, Pension Funds Act, etc.
- Sound knowledge and experience in interpreting psychometric assessment results and providing feedback.
- Valid Driver's License.
- Analysis and problem solving, Judgement and decision making, Systematic thinking, Organizational awareness, Industry awareness, cross-cultural awareness, Strategic thinking, Stress tolerance, Flexibility, Drive and persistence, Self-awareness, Organizational commitment, Integrity, Coaching and developing others, Directing others, Communicating the vision, Facilitating teamwork, managing conflict, Managing change, Proactive communication, Impact & credibility, Influencing others, Interpersonal sensitivity, Developing relationships, Planning, Organizing & prioritizing, Initiative, Results focus, Customer focus and Quality and detail focus.

Additional Information

Preference will be given to Black candidates and/or candidates with disabilities, as per DTPC's EE Plan.

How to apply

To apply please log onto the e-Government Portal: <https://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <https://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: KZNHelpDeskRecruit@KZNpremier.gov.za

Closing Date : 21 Jun 2024

Disclaimer

DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

- a) The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.
- b) If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- c) Applications received after the closing date will not be considered.
- d) Please clearly indicate the name of the post and reference number of the position for which you are applying.
- e) Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.
- f) Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.
- g) It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.
- h) Only candidates who meet the requirements may apply.
- i) Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.
- j) Applications from Recruitment Agencies will not be considered.
- k) Applications sent to incorrect email address will not be considered.
- l) The respective Provincial Departments and Public Entities reserve the right not to make an appointment.
- m) The appointed candidate shall be required to sign a performance agreement.
- n) Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.
- o) The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

By utilising the KZN Provincial e-Recruitment system, you hereby specifically acknowledge that you have read and accepted the following disclaimer:

I understand and agree that where information is provided, whether personal or otherwise, it may be used and processed by the owner of this e-Recruitment system, and such use may include placing such information in the public domain.

All reasonable measures to protect the personal information of users will be taken, provided that for the purpose of this disclaimer (personal information) will be as defined in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

The information and reports contained herein may not necessarily be accurate or final and must be viewed in the context of when such information or report is dated.

The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities, including their respective officials, duly appointed representatives, agents, and contractors, accept no liability whatsoever for any loss or damage, whether direct, indirect, special, or consequential, or expenses of any nature whatsoever, which may arise as a result of, or which may be attributable directly or indirectly to, information made available on these pages or links, or actions or transactions resulting therefrom.

By using the KZN Provincial e-Recruitment system, I specifically consent and submit to the jurisdiction of the South African Courts in regard to all proceedings, actions, applications, or the like, instituted by either party against the other where necessary.

If you do not agree to be bound by these terms, please do not make applications for posts through the KZN Provincial e-Recruitment system.