



INTERNAL / EXTERNAL ADVERTISEMENT		
DIVISION: CORPORATE SERVICES 09 February 2021		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
CS: 03/2021	MANAGER HUMAN RESOURCES ALL INCLUSIVE REMUNERATION: TCTC: (PER ANNUM) R775 780.00 – R954 806.00	1

MICT SETA seeks to employ a suitably qualified and competent **Manager Human Resources**, to execute the Human Resource strategy and effectively manage Human Resource Operations by partnering with business to achieve MICTSETA's objectives.

The successful incumbent will be based at our Midrand office and will report to the **Senior Manager Corporate Services**.

This is a permanent position aligned to the Government Gazette No. 375 dated March 2019.

MINIMUM REQUIREMENTS:

- A bachelor's degree in Human Resources Management or related field NQF 7
- A post graduate degree in Human Resources Management or related field NQF 8 will be an added advantage
- At least 10 years' experience in human resources management
- Experience within a SETA environment will be advantageous
- Computer literate (MS Office Suite)
- Extensive knowledge of labour laws and regulations

COMPETENCIES

- Leadership
- Strategic thinking
- Decision making
- Relationship management
- Performance management
- Advanced communication
- Working knowledge of HRIS

ROLES AND RESPONSIBILITIES

Management of human resources operations

- Aligns the Human Resource strategy with MICTSETA's strategy.
- Fosters an empowering and enabling environment for all employees.
- Implements and manages Human Resource projects.
- Submits monthly Human Resource reports to Senior Manager: Corporate Services.
- Submits Human Resource input for the annual report to highlighting achievements and demographics.
- Prepares documentation for review for internal and external Auditors.
- Liaises with Auditors on audit findings, following up on queries and the actions to be taken.
- Attends Executive Committee meetings to discuss and report on Human Resource related issues.
- Ensures compliance with MICTSETA's policies and procedures and South African Labour Legislation.

Recruitment and Selection

- Undertakes workforce planning to align business needs and priorities of MICTSETA with that of the workforce in order to achieve organisational objectives.
- Identifies and fosters management potential to enable succession planning.
- Develops and evaluates criteria for successful selection of candidates.
- Determines fairness in personnel decisions and demonstrates the value of selection.
- Integrates selection with other business processes and systems.

Employee Relations

- Creates, fosters, and manages an environment of positive employee relations which drives engagement and inclusion.
- Anticipates and advises the Executives on the impact that strategic or operational decisions will have upon employee and labour relations, and makes recommendations that avoid and / or minimise labour disputes.
- Ensures regular communication with employees and management to ensure the smooth running of operations.
- Obtains mutual agreement on the resolution of issues, meetings required and the delivery of inter-dependent outputs and results.
- Documents the interaction with the relevant role players for future reference purposes.
- Reviews Human Resource policies / procedures from time to time in accordance with relevant legislation.
- Represents MICTSETA at the Commission for Conciliation, Mediation and Arbitration (CCMA) on matters of mutual interest cases.
- Ensures compliance with MICTSETA's policies and procedures.
- Conducts wage negotiations by devising a strategy to achieve MICTSETA's mandate while still attaining an acceptable settlement for the employee.

- Ensures office meets health and safety requirements and that Facilities comply with legislation keeping employees safe.

Organisational Development

- Commissions organisational perception surveys and reviews results for interventions after discussion with Executives.
- Identifies opportunities for performance improvement through reviews in order to understand barriers and possible solutions.
- Commissions external service providers as and when required in order to ensure delivery of agreed organisational development initiatives.
- Evaluates exit interview feedback and submits report to Senior Manager: Corporate Services with recommendations to develop a retention strategy.
- Benchmarks Human Resource service delivery against Human Resource global best practices.
- Identifies and addresses gaps and opportunities for improvement.
- Ensures compliance with the performance management policy.

Budget Management

- Analyses the business plan to determine the financial requirements.
- Obtains the budgetary prescriptions from the Finance Division.
- Determines financial allocations in accordance with deliverables.
- Submits budget for approval in accordance with policies and procedures.
- Monitors expenditure against budget and ensures spending occurs within budgetary limits.
- Peruses monthly expenditure statements from Finance and addresses anomalies.
- Explores opportunities to reduce costs.

People Leadership and management

- Sets performance objectives for team by cascading of Corporate Services initiatives into individual performance contracts.
- Ensures that all employees have signed performance agreements.
- Monitors and measures performance quarterly by conducting employee appraisals.
- Identifies areas of development and draws up action plans to address poor performance.
- Ensures ongoing training and development of employees.
- Addresses employee relations matters fairly and promptly.

PROFESSIONAL ATTRIBUTES:

- Professional with astute attention to detail
- Emotional intelligence
- Innovative and influential
- Ability to effectively scan the environment for improvements and opportunities
- Integrity and the ability to deal with confidential information is essential
- Efficient and effective in meeting deadlines and delivering results
- Stress tolerance and works well under pressure

Application:

CVs and certified qualifications of suitably qualified persons must be Forwarded to the Human Capital Division for the attention of: Mr. Bassanio Gilbert (Recruitment@mict.org.za) by no later than **20 February 2021**. Queries may be directed to 011-207-2611.

Should candidates not hear from us 30 days after the closing date of applications, they should consider their application unsuccessful. Please note this is an open position.



White, Indian, Coloured and people with disabilities are encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.



MICTSETA

Media, Information And
Communication Technologies
Sector Education And Training Authority

SHAPING SKILLS. PIONEERING INDUSTRIES. EMPOWERING FUTURES