



INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: CORPORATE SERVICES 12 September 2023		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
CS: 25/2023	MANAGER: HUMAN RESOURCES ALL INCLUSIVE REMUNERATION: TCTC (PER ANNUM) R804 300.00 – R1 133 700.00	1

MICT SETA seeks to employ a suitably qualified and competent **Manager: Human Resources** to direct and ensure effective and efficient human resources management of the MICT SETA to ensure the alignment of all human resources management services to the MICT SETA's overall strategy; the alignment of all human resources management policies with the applicable legislation.

The successful incumbent will be based at Head Office, in Midrand and will report to the **Senior Manager Corporate Services**.

MINIMUM REQUIREMENTS:

- Be in possession of a B Degree (NQF 7) in Human Resources or related qualification
- A post graduate qualification (NQF level 8) would be an added advantage
- Five years' supervisory experience operating at a strategic level in human resources management
- Human resources management policy development and implementation
- Proven experience in benefits administration, recruitment and selection, transfer and placement of employees
- Proven experience in developing a human resources management infrastructure from scratch * Transformation * Change management
- Knowledge of the Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act and all applicable human resources legislation
- Sound knowledge of the SETA sector and its regulatory and legislative framework
- Experience in managing people and projects with the ability to plan strategically
- Knowledge of governance and public sector management planning and reporting requirements
- IPM/SABPP Registration will be advantageous
- Flexibility in working hours will be required to meet demands of the role
- May be required to work overtime
- Valid driver's license

ROLES AND RESPONSIBILITIES

Strategic Management

- Provide strategic HR leadership and management to the MICT SETA.
- Set medium to long term goals and objectives for the relevant area of control and monitor progress of the achievement of objectives and ensure operational excellence in Human Resources Management

- Develop and drive the implementation of Human Resources Strategy that aligns to the MICT SETA strategy.
- Translate strategic and tactical business plans into high-impact HR plans and programs that align with the business needs.
- Develop strategies and roadmaps to ensure efficient and effective Human Resources support for the successful delivery of capital and capacity solutions.
- Develop a plan according to the Strategic Support strategy to determine the performance requirements of Human Resources.
- Build awareness to the Human Resources Section strategy, financial saving, and operate within these parameters.
- Oversee the investigation/ research and development of Employer of choice strategies.
- Leading change: Creates an environment that encourages change; innovation and improvement. Champions diverse perspectives; welcomes new ideas; considers possibilities to support business need.
- Work closely with business unit heads and provide HR solutions to support specific business needs.
- Executing HR Projects.
- Proactively identify HR business support needs, propose solutions, and provide feedback for improvement.

HC Functional Leadership

- Ensure that efficient and effective people management advice and support is provided to leadership and staff by having in place.
- Oversight of remuneration for staff and prioritizing compliance with tax requirements.
- Ensure compliance HC statutory requirements and other legal liabilities related to employment.
- Ensure a high-performance culture in the organization.
- Ensure Transparent and fair remuneration and benefits for all staff.
- Manage and develop effective HRMIS systems.
- Manage Staff inductions, on boarding and exit interviews process that identify key trends and ensures that other departments are aware of issues requiring improvement.
- Manage compensation and benefit administration on a high level.
- Develop and implement training and development programmes.
- Ensure that benchmark is conducted with other organisations within the industry.
- Ensure the HRMS (SAGE) has data integrity and that all line managers use the system.
- Develop and implement a Talent Management strategy, policy and implementation plan that ensures a seamless "hire to retire" process including succession and retention of scarce skills.
- Lead MICT SETA's efforts and initiatives for attracting and retaining key talent ensuring a competent and high performing workforce.
- Ensure job profiles and job evaluation is researched and implemented to suit the needs of MICT SETA.
- Implement the Employee Relations plan in accordance with set labour legislation criteria.
- Ensure a cohesive employee wellness programme.

Governance, Risk and Compliance

- Ensure Conditions of Service/HR policies are reviewed, developed and implemented in line with relevant legislature.
- Manage MICT SETA's capacity to deliver and ensure compliance with HR services and MICT SETA related policies, procedures, process maps and forms.
- Oversee human resource development as mandated by the Skills Development Act 97 of 1998, with emphasis on historically disadvantaged individuals.
- Ensure compliance with relevant Legislation and ensure good corporate governance.

- Oversee the HR division risk management strategic plans and ensure optimal risk and quality management in the Strategic Support division.
- Serves on and attends meetings of policy formulating forums, steering committees, task teams and Standing Committees, by developing and/or recommending amendments to Board's policy and/or procedures, to ensure consistency and fair practice, by preparing reports/items for submission to the relevant committees providing verbal input on reports where necessary.
- Serve as Chairperson to the following committees as assigned.
- Ensure that applicable legislated committees are operational and deliver on their mandate.
- Compile and monitor the MICT SETA Employment Equity Plan
- Compile governance Reports to EXCO, sub-Committees of Board and Board
- Ensure smooth administration in HR (employment contracts, personnel filling, relevant reporting, automation etc.) and corrective action treatment of all identified risks.
- Monitors existing Human Resources Management Services policies/ procedures and other relevant documents to ascertain whether such documentation adheres to legal requirements and the objectives of the MICT SETA's strategy.

Budget and Finance Management

- Develop and management of the budget of the Section by ensuring financial stability within the department.
- Ensure expenditure is in line with budget requirements.
- Manage procurement process to ensure compliance with the legislation e.g. (PFMA, PPFA, and BBBEE).
- Maximise revenue and reduce expenditure through effective cost control measures.
- Set, establish goals for budget adherence and controls for relevant area and establish best practice principles in process and application.
- Monitor the MICT SETA salary budget in accordance with organisational annual budget.
- Review payroll submissions to finance.

Stakeholder Management and Relations

- Build relationship with the recognized union and assure stable employee relations by managing conflict and creating a positive working environment.
- Ensures that communication strategies are in place to create awareness of section related matters by ensuring that consultation forums remain operational, and that accurate information is communicated to all stakeholders.
- Ensure annual staff satisfaction surveys and an overall improvement in staff morale.
- Ensure change management of approved policies and procedures is implemented throughout organization.
- Offer advisory service to EXCO and Board on HR issues.

People Management

- Build and lead an effective and cohesive team through the effective management of Provincial office resources.
- Drive the implementation of talent acquisition, succession planning, development, and retention strategies for the office.
- Ensure the enhancement of relevant knowledge and skills through continuous coaching, mentoring and nurturing of talent in the business unit.
- Create a high-performance culture and manage team performance effectively by translating and communicating the annual performance goals and measures into individual work plans based on agreed upon objectives.

- Ensure the working environment contributes to improving employee engagement, recognition and increased productivity.
- Ensure the management of poor performance and disciplinary matters in line with the MICT SETA's policies and procedures.

SYSTEM SKILLS:

- Microsoft Office Suite – Intermediate

VALUES:

- Customer Centricity
- Ethical
- Innovative
- Committed
- Meritocracy
- Collaboration
- Responsiveness

BEHAVIOURAL:

- Organisational and planning
- Decision making
- Problem solving and analysis
- Interpersonal Relations
- Emotional Intelligence
- Resilience
- Confidentiality
- Team leadership
- Honesty and integrity
- Negotiating and influencing
- Team Leadership
- Attentive to detail and accuracy

FUNCTIONAL:

- Legislative Compliance
- Strategic Leadership capability
- Human Resource Management
- Stakeholder Management and Relations
- Information Management
- Budget and Financial Management
- Programme and Project Management
- People Management
- Business Writing Skills
- Communication (Verbal and Written)
- Report Writing
- Transformation and Change Management
- Conflict Management
- Risk Management

Application:

CVs and qualifications of suitably qualified persons must be forwarded to the Human Resources Division for the attention of: Mr. Isaac Mogashoa (Recruitment@mict.org.za) by no later than **21 September 2023**. Queries may be directed to 011-207-2600.

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 highly encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.

POPIA DISCLAIMER- By applying for MICT SETA's vacancy, you hereby expressly give MICT SETA consent to process your personal information in accordance with the relevant provisions of the Protection of Personal Information Act 4 of 2013 ("POPIA").

Further, the MICT SETA shall retain personal information as per the regulations set out by the National Archives and Records Service of South African Act (NARSSA), Act. 43 of 1996, as amended.

Please refer to the MICT SETA POPIA Disclaimer for further information (<https://www.mict.org.za/popia-disclaimer/>)