

## **Re-Advertisement**

### **Business Partner: Human Resources**

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) seeks to employ **Business Partner: Human Resources**, who will report directly to the **Senior Manager: Human Resources** and be based at the Head Office in Centurion.

**Grading: (Role Band: D1)**

**Key Scale: R 714 938** (Total Cost to Company)

#### **The role of this position is to:**

Provide tactical and strategic consulting on people and organization development strategies in support of the SETA's objectives and provides end-to-end professional Human Resources services and support to allocated clusters and/or functional group ensuring optimal delivery on SETAs needs and requirements.

#### **Key Performance Areas will include but not limited to the following:**

- Effectively implements the human resource strategy and plan that is aligned with the SETA strategy that will deliver on the required skills and competence needs for the SETA in the short, medium and long term
- Performs talent acquisition for assigned client base. Pre-screens candidate applications and resumes for required skills; experience and knowledge to fit position requirements. Makes referrals to hiring manager and ensures efficient turn-around activity
- Actively participates in recruitment campaigns; job fairs; college relations programs; general networking, and so forth to ensure a robust candidate pipeline. Grows and conserves network of contacts to help identify and source qualified candidates. Leverages on-line recruiting resources; employee referrals; network referrals and so forth, to identify and recruit "best in class" talent
- Facilitates process of candidate selection; interviewing; job offer; background check; and candidate onboarding details.
- Co-facilitates New Employee Orientation (NEO) program for new hires
- Facilitates an inclusive decision-making processes and full support and professional advice to allocated clusters and functional areas to drive the business going forward
- Ensures human resource compliance, for example, Statutory, Internal policies and procedures, Legislation, Business needs(admin, integrity), Corporate Governance
- Facilitates and supports the development of a high performance culture in the SETA
- Acts as change agent to business through process design and approaches that support change and transformation – striving to lead mutual processes to best practice status
- Analysis trends and metrics in partnership with HR peers to develop solutions; programs and policies
- Proactively contributes to the development of a talent management strategy that will ensure the right people with the right skills and abilities are in the right positions, and that these people are motivated and dedicated towards high performance
- Supports and gives input to strategic workforce planning to ensure the capability to deliver on the business needs in the short, medium and long term
- Provides sound efficient, effective, and accurate Human Resources administration
- Ensures optimal integration of people and other support functions to provide a seamless, integrated support function to operations in dedicated clusters and functional areas

- Act as custodian of role profiles consisting of clearly defined role definitions and detailing the competence to successfully deliver in each role
- Facilitates the effective implementation of the Performance Management strategy and system with KPIs for each role and ensures the consistent application of the system across dedicated clusters and functional areas
- Facilitates the development of individual development plans for each employee and ensures these are actioned and implemented in line with the SETA needs and requirements
- Identifies key talent in order to ensure the retention of talent to enable sustainable business performance in the long term in allocated area
- Provides well defined people processes ensuring clear role accountability and responsibility in area of responsibility
- Provides Continuous, clear communication to ensure the team is informed of changes to policies and procedures
- Ensures preventative and dynamic Industrial Relations management to ensure most efficient labour relations across the allocated clusters and/or allocated functional areas
- Ensures delivery on human resource needs and requirements within required time frames with optimal alignment with specifications
- Ensures performance against set individual and respective Human Resource service delivery targets
- Ensures adherence to W&RSETA policies, procedures, PFMA and relevant legislation
- Continuously tracks, monitors and measures Human Resource performance against set standards and performance targets
- Provides formal, standard reporting and feedback ensuring accurate, up-to-date status on Human Resource performance for clusters and/or allocated functional area
- Ensures a close working relationship between the different divisions to ensure the continuous delivery on SETA's objectives
- Ensures that the synergy between the different divisions is utilized to continuously support SETA's performance and delivery against set objectives
- Provides sound administration and recording across all Human Resource processes and procedures
- Develops, maintains and periodically reviews Human Resource policies, applications, systems and procedures ensuring compliance to legislation and alignment to best practices
- Effectively plans, coordinates, manages and executes ad hoc projects
- Protector of sensitive and confidential information
- Continuously provides advice and support Management to resolve queries timeously and amiably partners with Payroll & Talent Management functions as needed to provide solutions for clients

### **Minimum Qualifications and Experience**

- Bachelor's Degree in Human Resources or Industrial Psychology
- Honors Degree will be an advantage
- 3 years' relevant experience in a Management Capacity
- Exposure to the end-to-end human resource function
- In-depth knowledge and understanding of strategic human resource management
- Knowledge of labour legislation
- Exposure and experience in/to a highly unionized environment
- Up-to-date knowledge and understanding of new developments and strategies in the procurement and SCM environment

## Instructions to applicants

- All applications must be accompanied by certified copies of the ID and all educational qualifications and they should not be older than 6 months.
- Applications received after the closing date, will not be considered.
- The Wholesale and Retail SETA reserves the right not to make appointment(s) to the advertised post(s).
- The organisation will give preference to candidates in line with the Employment Equity goals.

**NB: Please include the name of the position on the subject line of the email.**

Only applicants who meet the minimum requirements of this position should apply, by forwarding their CVs for attention: Libokanyo Khumalo (Senior Manager: HR ) at [recruitment1@wrseta.org.za](mailto:recruitment1@wrseta.org.za) The closing date for applications is: **15 July 2023**