

## Advertisement

### **Business Partner: Human Resources X2**

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 634 502- R 747 411** (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 implement the human resource strategy and plan on the required skills and competence needs for the W&RSETA in the short, medium and long term
- Perform talent acquisition for assigned business unit. Prescreens candidate applications and resumes against position requirements and provides recommendations to the business unit manager and ensures efficient turn-around activity
- Actively participate in recruitment campaigns; job fairs; college relations programs; general networking, and so forth to ensure a robust candidate pipeline.
- Facilitate process of candidate selection; interviewing; job offer; background check; and candidate on-boarding.
- Co-facilitate the New Employee Orientation (NEO) program for new recruits
- Facilitate an inclusive decision-making processes and full support and professional advice to allocated clusters and functional areas to drive the business going forward
- Ensure human resource compliance with among other, statutory, internal policies and procedures, legislation, business needs (admin, integrity), and corporate governance
- Facilitate and support the development of a high performance culture in the SETA
- Act as a change agent to the business through process design and approaches that support change and transformation – striving to lead mutual processes to best practice status
- Analyses trends and metrics in partnership with HR peers to develop solutions; programs and policies
- Proactively contribute 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
- Support and provide 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
- Ensure 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
- Facilitate the effective implementation of the Performance Management Strategy and System and ensure the consistent application of the system across dedicated clusters and functional areas
- Facilitate the development of individual development plans and the implementation thereof in line with the SETA's needs and requirements
- Identify key talent in order to ensure employee retention to enable sustainable business performance in the allocated area

- Provide well defined people processes ensuring clear role accountability and responsibility
- Provide continuous, clear communication to ensure the team is informed of changes to policies and procedures
- Ensure preventative and dynamic industrial relations management to ensure most efficient labour relations across the allocated clusters and/or allocated functional areas
- Ensure delivery on human resource needs and requirements within required time frames with optimal alignment with specifications
- Ensure performance against set individual and respective human resource service delivery targets
- Ensure adherence to W&RSETA policies, procedures, PFMA and relevant legislation
- Continuously track, monitor and measure human resource performance against set standards and performance targets
- Provide formal, standard reporting and feedback ensuring accurate, up-to-date status on human resource performance for clusters and/or allocated functional area
- Ensure a close working relationship between the different divisions to ensure the continuous delivery on the SETA's objectives
- Ensures that the synergy between the different divisions is utilised to continuously support the SETA's performance and delivery against set objectives
- Develop, maintain and periodically review Human Resource policies, applications, systems and procedures ensuring compliance to legislation and alignment to best practices
- Effectively plan, coordinate, manage and execute ad hoc projects
- Protect sensitive and confidential information
- Continuously provide 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 a unionised environment

All applications must be accompanied by 6 months certified copies of all educational qualifications. 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 SETA will give preference to candidates in line with the Employment Equity Plan.

N:B Please include post name on the subject line on the applications.

Only applicants who meet the minimum requirements of this position should apply, by forwarding their CVs for attention: **Libokanyo Khumalo (Senior Manager: HR) at [recruitment@wrseta.org.za](mailto:recruitment@wrseta.org.za)**. Correspondence will be limited to short-listed candidates only. The closing date for applications is **19 September 2021**