



The National Library of South Africa wishes to make the following appointment at its Pretoria Campus:

**MANAGER: HUMAN RESOURCES MANAGEMENT
(24-month fixed-term contract)**

Reference Number: 05/05/2024

Salary scale: R 805 307.00 – R 948 620.00 Total Cost-To-Company

The objectives of the National Library of South Africa (NLSA) are to contribute to socio-economic, cultural, educational, scientific, and innovative development by collecting, recording, preserving, and making available the national documentary heritage and promoting an awareness and appreciation thereof, by fostering information literacy, and by facilitating access to the world's information resources. The NLSA employs approximately 200 employees.

We are inviting applications from suitably qualified persons for appointment on a two-year fixed term contract. The successful candidate will report to the Executive Director: Corporate Services.

The Manager: Human Resource Management will plan, lead, direct, develop, and co-ordinate the policies, activities, and staff of the Human Resource Management (HRM) department, ensuring legal compliance and implementation of the NLSA's mission and HR strategies, plans and programmes.

The successful candidate will be based at the NLSA's Pretoria Campus.

KEY PERFORMANCE AREAS

- Develop, implement, and review HR Policies and Procedures and ensure legal compliance.
- Manage payroll and benefits plan and supervise all related HR admin matters including provident fund, long service awards etc.
- Manage and motivate an effective and professional HRM team.
- Interpret IR and HR legislation to management and employees to ensure best practice in employee relationships.
- Nurture a positive working environment.
- Manage and participate in all IR matters, including grievances, disciplinary, CCMA, Union negotiations and ER forums.
- Compile all data needed for the annual salary review and analysis of annual performance appraisals.

- Establish training and development needs of staff through an on-going process of evaluation and performance management and effectively ensuring implementation thereof.
- Manage and control departmental expenditure within agreed budgets.
- Review and monitor HR plan and objectives to ensure budget resources are appropriately allocated and utilised.
- Produce regular reports on key HR performance indicators to ensure service delivery is consistent and in line with agreed business standards.
- Manage and participate in remuneration and employee benefits committees.
- Ensure that best practices of recruitment and selection is in place to attract the best talent.
- Conduct an effective onboarding programme to retain and best manage talent.
- Ensure that vacant positions are filled, following company policies, procedures, BEE targets and EE targets.
- Monitor and prepare Offer Letters and Employment Contracts when necessary and ensure that such are accurate before seeking approval.
- Conduct exit interviews.
- Ensure that WSP is developed in line with BCEA, SETA and other legal requirements and specifications, and that it is successfully rolled out according to plan in order to meet intended and set objectives.
- Ensure that the WSP, ATR and EE reports are submitted on time.
- Ensure that the EE Plans are updated and that targets are met.
- Facilitate and manage all Employment Equity and Skills Development processes and Training Committee activities.
- Oversee and manage a performance management process that drives high performance and manage poor performance.
- Monitor and manage absenteeism.
- Ensure alignment of all HR activities with the business processes in order to prepare/ absorb the impact of change.
- Ensure best practice by encouraging world class processes and ensure continuous improvement of the overall HR function.
- Analyse and identify strategic positions within the organisation and ensure that an adequate succession plan/development programme is implemented to mitigate potential operational risks.
- Manage the relationships between the company and relevant HR vendors.
- Facilitate where appropriate, individual coaching/ counselling on HR related matters.
- Implement and manage employee satisfaction surveys as and when deemed necessary.

MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE

- Postgraduate qualification (NQF level 8) in Human Resources Management /Development.
- In-depth knowledge of the Human Resource Management field i.e. recruitment and selection, performance management, career planning, talent management, training

and development, employee relations, employee wellness, occupational health and wellness, payroll, organisational development.

- Strong knowledge and experience in payroll management.
- Strong knowledge and experience in change management.
- Minimum of 5 years full HR generalist experience.
- Supervisory experience.
- Strong business partner experience with active involvement in strategic HR implementation.
- Proven experience in the execution of WSP and compilation of ATR.
- Certification as SDF is advantageous.
- Proven experience working with Trade Unions and handling disciplinary matters and the CCMA.
- Proven experience of Employment Equity administration.
- Up-to-date knowledge of all employment legislation and HR best practice
- Excellent communication skills at all levels - verbal and written.
- Multi-lingualism is essential.
- Excellent MS Office skills.
- People oriented and results driven.
- Knowledge of HR systems and databases.
- Ability to understand and implement strategy along with leadership skills.
- Excellent active listening, negotiation and presentation skills.
- Competent to build and effectively manage interpersonal relationships at all levels of the company.
- In-depth knowledge of labour law and HR best practices.
- Demonstrate integrity with confidential interpersonal interactions and information.
- Advanced knowledge and experience in the application of labour related legislation.

KEY COMPETENCIES AND ATRIBUTES

- Excellent communication skills (verbal and written)
- Attention to detail
- People management, conflict management and resolution skills
- Time management
- Deadline driven
- Quality orientation, accuracy, and reliability
- Honest, trustworthy, respectful, demonstrating sound work ethics
- Ability to handle confidential information
- Analytical thinking and problem-solving skills

The NLSA is an equal opportunity employer and is committed to the principles of Employment Equity. We encourage applications from people living with disabilities.

The NLSA reserves the right to not make an appointment.

Prospective candidates will be subjected to background verification, competency assessments and security clearances.