



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

**Director: Human Resources Management  
(3 Year Fixed Term Contract)**

**Reference Number: 03/06/2022**

**Salary Scale: R 974 528.00 – R 1 138 242.00 all inclusive**

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 three-year performance based fixed term contract. The NLSA is concluding an organisational re-design (OD) project. The Director: Human Resources Management is required to be well experienced in change management as the incumbent will lead the implementation of the new structure resulting from the OD project.

The successful candidate will be based at the NLSA's Pretoria Campus and will report to the Executive Director: Corporate Services.

#### **KEY REQUIREMENTS**

- Post graduate qualification in Human Resources Management/Development or equivalent
- A Master's degree in Human Resources Management/Development will be an added advantage
- Eight years of extensive experience in Human Resources Management, of which three years should be in a strategic Human Resource Management role
- In-depth knowledge of the Human Resource Management field with a strong focus on Organisational Design, Change Management, Performance Management and Labour Relations
- Demonstrate a high degree of confidentiality in interpersonal interaction
- Advanced knowledge and experience in the application of labour related legislation
- High level people and conflict management skills
- Analytical thinking and problem-solving skills

- Demonstrate strong effective communication in writing, business presentations, and interpersonal communication

## **KEY RESPONSIBILITIES**

- Guide and manage the overall provision of Human Resources services, policies, and programmes for the entity
- Overall talent management strategy and implementation including workforce planning, recruiting, interviewing, hiring, training and development; performance planning, management development, and improvement; and succession planning
- Organisation development, change management initiatives, and company-wide culture and environment at work for employees
- Formulate change management initiatives to meet the Organisation's changing needs and business requirements
- Implement and manage the organisational development (OD) recommendations, strategies and processes
- Designs and executes key programmatic elements of the OD process
- Act to support the human factor in the company by devising strategies for performance management, staffing, training and development etc.
- Meet all statutory Human Resources requirements
- Ensure the achievement of strategic and operational Human Resources objectives
- Provide leadership and management to ensure the performance of the programme
- Build a conducive environment that attracts and retains employees
- Build capacity to accelerate transformation processes
- Design, develop and manage HR strategies and policies
- Maintain good industrial relations for the organisation and maintain sound working relations with Organised Labour
- Have a comprehensive understanding of South Africa's Labour Law
- Develop various HR reports
- Keep abreast and advise on the latest HR best practices
- Ensure that all HR related matters meet corporate governance criteria
- Develop, prepare, and monitor the Human Resources budget as a component of the National Library of South Africa's overall budget

**The NLSA is an equal opportunity, affirmative action employer and reserves the right to not make an appointment. Appointments will be made according to our Employment Equity requirements. We encourage applications from people living with disabilities in particular. Prospective candidates will be subjected to competency assessments.**

**Applications:** Interested applicants must submit a completed prescribed application form obtainable from our website on [www.nlsa.ac.za](http://www.nlsa.ac.za) accompanied by a covering letter; Curriculum Vitae; certified copies of Matric/Grade12 certificate, qualifications, and Identity Document, not older than six months, by e-mail to: [recruitment@nlsa.ac.za](mailto:recruitment@nlsa.ac.za). A SAQA evaluation report must

accompany foreign qualifications. Please ensure that you quote the reference number and the position in the subject line of your email.

**CLOSING DATE: 07 July 2022**

Should you not receive any correspondence / communication from the National Library of South Africa one month after the closing date, please consider your application as being unsuccessful.