

Position: HR Manager**Salary Range: Negotiable**

IkamvaYouth, a township-based volunteer programme that gets learners out of poverty and into university and employment, seeks to appoint an enthusiastic and proactive Human Resource (HR) Manager based in Johannesburg or Cape Town. The HR Manager will report into IkamvaYouth's Chief Operations Officer, and will be supported by the HR Assistant. He/she will form part of the executive management team.

IkamvaYouth is a fast-growing, national organisation that needs a seasoned professional with creative and strategic thinking skills to ensure that the organisation's human resources are best equipped to deliver on mission at scale.

The HR Manager position provides a comprehensive HR service to IkamvaYouth. The duties and responsibilities of the job are individual and varied, depending on the approaches and needs of the organisation and include, but are not limited to, the following:

HR Strategy & planning

- Hold and own the HR strategy of IkamvaYouth;
- Identify and analyse organisational workforce needs culminating in a workforce plan to ensure sustainable organisational capability and growth.
- Interact effectively with all relevant stakeholders on HR related matters, as and when required, including: the senior management team; the Human Resource & Governance Committee (HRGC); the IkamvaYouth Board; as well as the programmes and training teams.

HR Policy & process development and implementation

- Collaborative development of integrated policy framework and policies, accessing available resources from external specialists, where required.
- Obtain staff buy-in, HRGC support and Board approval for policy framework and policies.
- Capacitate the supervisory staff, ensuring good understanding of policies and the skills to implement them consistently and fairly.
- Monitor the implementation of policies, intervening where necessary to ensure consistent and fair application.
- Research best practice business process. Document business processes for all HR processes and support senior staff to understand and implement.

HR Talent Management, recruitment & selection

- Proactively design and implement a talent-driven business strategy directed to attracting, deploying, developing, retaining and optimising the appropriate talent requirements as identified in the workforce plan.

- Collaborate with the management team and the HRGC to develop succession plans for critical positions.
- Collaborate with appropriate specialist in designing and implementing personal development programmes.
- Undertake the following coaching and mentoring initiatives to develop staff: skills assessments; development of internal coaches and mentors; the identification and establishment of external coach and mentor panels.
- Coordinate all activities related the recruitment and selection of staff, ensuring the workforce planning and HR strategy are effectively implemented.
- Train and empower managers staff in the recruitment and selection process, to fulfil their roles fully.
- Coordinate all the administrative work related to the process and, where applicable, manage external service providers who have been appointed to perform some of the tasks.

HR Advisory & Service Delivery

- Provide a comprehensive, generic HR advisory service to managers and employees, as and when required, covering among other: labour relations; performance management; policy interpretation; occupational Health & Safety; employee Wellness; employment Equity; HR Governance.
- Guide and supervise the performance management processes.
- Design and implement employee wellness programmes
- Support and facilitate managers in relation to disciplinary and incapacity processes, ensuring alignment with approved policy and relevant delegated authority.
- Representing IkamvaYouth in any disputes within the CCMA and accessing appropriate legal and HR advice when necessary.

HR Programme/Project management, Change management & communication

- Provide project and programme management service and/or support when required and where this relates to projects which impact on staff
- Provide comprehensive change management support to any projects and programmes which may impact on staff.
- Provide a comprehensive staff communication service to staff on all current, relevant HR related matters and facilitate the communication of other relevant matters on behalf of the Board/HRGC/Executive.

HR Finance, benefits, administration and governance

To provide a comprehensive HR payroll and administrative service to the Organisation, including:

- Structuring of benefits
- Benchmarked HR systems,
- HR payroll
- Time and leave administration
- HR governance & compliance systems

- Contract negotiation

To ensure that there are proper HR governance systems in place for:

- Compliance with all relevant labour legislation, including employment equity, occupational health & safety, skills development and UIF
- Reporting on all relevant aspects of the various compliance areas.

Ensure that all HR decisions are taken within the correct authorities, taking into account the approved policies and relevant levels of decision making.

MINIMUM REQUIREMENTS

Qualifications: B Degree in Human Resource Management or equivalent

Experience: 5 – 8 years' experience in Human Resources Management

Certification: Code B driver's license

PREFERRED REQUIREMENTS

Skills: Multilingual

Experience:

- Experience working in community based organisations
- Proven excellent cross-cultural communication skills
- Experience as an HR Business Partner or middle level HR manager
- Knowledge of labour legislation and regulations
- Experience in developing and running Personal Development programmes for staff
- Experience in benefit management, design and communication/negotiation with staff

Competencies:

- Think and act strategically
- Politically/relationally savvy
- Easily slide between executing and influencing roles whilst always taking into account relationships and people dynamics
- Ability to take initiative
- Ability to work in complex systems without getting overwhelmed
- Be highly adaptable and able to find solutions to HR issues that will not always follow the drawn-up process but be able to find ways that will work for all parties
- Ability to identify when specific experts are required and be able to harness and utilise their knowledge and experience