



Monday the 14th of March, 2017

Humana People to People SA: Economy and Administration

Position: Human Resources Manager
Reporting To: Country Finance Manager
Location: Pinetown
Duration: 1 Year renewable

Purpose of the Role:

The Human Resources Manager (HRM) provides leadership in all legal, ethical, organisational and personnel issues related to human resources within HPPSA. In close coordination with Leadership of the 3 Offices, the HRM will coordinate and ensure entry and exit management is in line with local labour law and HPPSA policies and procedures; and performance and disciplinary reviews are conducted in an enlightened, timely, and effective manner.

With an employee base of 1469 people, HPPSA currently has a diverse portfolio of 12 contracts (USAID, GF, Corporate South Africa, Govt Departments etc) implemented through 18 development projects (on HIV/AIDS, TB, Malaria, Maternal and Child Health, Agriculture, and Education) in 6 of South Africa's provinces (Limpopo, MP, GP, FS, KZN, & EC).

Key responsibilities include but not limited to:

Recruitment and Selection

- Work with managers and supervisors to forecast human resources needs, develop staff recruitment plans, and human resource budgets
- Develop processes and tools for effective staffing needs assessment
- Advertise staff vacancies, coordinate candidate screening, selection, hiring and orientation
- Ensure the recruitment of new staff in line with program budgets



- Maintain up-to-date, accurate and appropriate job descriptions and ensure employees have copies of these job descriptions

Performance Management

- Develop comprehensive performance management systems and tools (including probationary process, regular performance evaluation, discipline/corrective action, professional development and termination)
- In consultation with Leadership of the 3 Offices, conduct regular organisational, job and individual training and development needs analysis
- Identify suitable courses which meet staff and organisational training and professional development needs, and develop follow-up plans to implement
- Serve as a resource to in-house orientation on HR Management and related subjects
- Establish and regularly review standard and generic job descriptions for all positions
- Monitor implementation of performance appraisal systems

Grievance Management

- Advise managers on personnel management issues and staff disciplinary actions
- Assist staff with the resolution of grievances
- In close communication and collaboration with the Head: Economy & Administration and the Country Director, deal with grievances and appeals in disciplinary cases, and advise Leadership of the 3 office on legal implications.

Termination

- All staff fill out an exit interview form
- all personnel policy requirements are fulfilled
- System and Policy Development and Management - 20%



- In close coordination with the Leadership of the 3 Offices develop and administer reward management and remuneration systems which attract, retain, and motivate staff which are: internally equitable; externally competitive; and cost effective to ensure that employees are fairly rewarded for their work
- Conduct, participate and support salary review and cost of living increases
- Produce and disseminate user-friendly employee resources (e.g., employee handbook, orientation materials, supervisory guides and associated tools, etc.)
- Ensure consistent and uniform implementation of HR policies and procedures across the organization
- Ensure all leave is tracked accordingly
- Ensure that all staff are kept informed of policies and procedure, and changes thereof
- Develop exit interview form

Administrative and Related Duties

- Ensure communication around remuneration changes is conveyed to Finance Department in a timely manner
- Develop and submit all relevant information related to payroll and finance in a timely manner
- Participate in meetings of the management, operations and programme teams as required
- Prepare periodic reports on human resources activities and outcomes
- Ensure that personnel files (both hard copy and electronic) are maintained and updated regularly for all national staff
- Track hours and leave authorization systems with sturdy interface to Payroll
- Prepare payroll information for submission to Finance Manager on a monthly basis



Monday the 14th of March, 2017

- Convey payroll related information to Finance for financial administration
- Perform any other relevant duties as required by immediate supervisor

Desired Skills & Experience

- Bachelor's degree or similar qualification in Human Resources Management, Business Management, or Public Administration recommended and minimum of five years HR Related working experience ideally in a South African Non Profit Company
- Working knowledge of current South African labour law
- Evidence of implementing human resources policies
- Experience in the use of MS Word, Excel, PowerPoint, Internet Explorer and email
- Communications skills to include fluency in Speaking/Reading/Writing in English.
- Previously demonstrated ability to work as part of a team and interact with all levels of staff and management
- Demonstrated disposition toward ethical and non-discriminatory behavior that will act as a role model for others
- Strong organizational and time management skills
- Detail-oriented and sensitive to confidential information
- Human relations skills and proven integrity
- Experience of working in a large diverse team and distance support;
- Willingness to travel up to 25% of the year;