VACANCY ADVERTISEMENT

HEALTH SYSTEMS TRUST

Health Systems Trust is an innovative non-profit organisation working to strengthen ongoing development of comprehensive health systems in southern Africa.

Corporate Services Unit

CHIEF HUMAN RESOURCES OFFICER/HEAD OF HUMAN RESOURCES

PURPOSE

Health Systems Trust (HST) wishes to appoint a Chief Human Resources Officer (CHRO)/Head of Human Resources who will provide strategic leadership to Health Systems Trust in the area of human resources management and organisational development in order to optimise organisational performance, fulfil HST's mission, vision, and core values that support the organisational plan and strategy.

The CHRO will be responsible for overseeing the Human Resources department and all its functions including, recruitment, orientation, training, benefits management, succession planning, compensation, employee recognition and morale, compliance etc.

The CHRO will also oversee and be accountable for and lead long-term strategic planning in order to anticipate new change initiatives that promote organisational efficiency, cost effectiveness and employee productivity.

This leader will ensure that HR capacity is strengthened within HST and HST projects.

KEY RESPONSIBILITIES

- Develop comprehensive approaches to employee development, retention and onboarding by refining or creating: compensation and benefits, career paths and employee development, succession planning, and learning opportunities as appropriate to the needs of HST.
- Guide the HR team in supporting performance management, talent management, learning and development, engagement, employee benefits, policies and compliance.
- Coordinate the setting and implementation of the Human Resources strategy and alignment to organizational strategy and organizational plans and development of required HR skill sets.
- Lead and execute long and short term department objectives ensuring staff capacity development and succession planning

- Develop and implement a human resources plan/s that aligns overall mission and strategy of the organization
- Develop and implement onboarding strategy and process.
- Develop and manage remuneration strategy and payment structures including salary benchmarking and surveys.
- Set a performance evaluation strategy and manage the implementation
- Coach and counsel HST line management in developing themselves and their teams to achieve improved performance and engagement
- Counsel, coach and guide managers and staff in addressing concerns and complaints to assure fair and equitable treatment while ensuring compliance labour regulations and practices.
- Manage key consultants and stakeholders
- Ensure CCMA cases are managed and dealt with effectively and completely
- Provide management training and coaching on all industrial relations aspects
- Ensure consistent application of disciplinary code and procedures
- Manage training strategy of all employees
- Manage skills development plan for the organization
- Manage leadership and development programme to empower employees

REQUIREMENTS

Minimum Requirements:

- Masters degree in Human Resources Management, Industrial and Organisational Psychology, Labour Relations or related field.
- An MBA would be an added advantage.
- At least 8 years in a senior management position, demonstrated leadership and management experience in a generalist human resources environment.
- Experience working in an NPO/NGO highly advantageous
- Computer Literacy and proficiency in MS Office
- Experience in preparing operating and capital budgets.
- Demonstrated experience in establishing, managing and delivering human resources processes, procedures and projects.
- Excellent knowledge of payroll systems/compliance and input/output data
- Demonstrated in-depth knowledge of Basic Conditions of Employment Act, Labour Relations Act, Skills Development Act, Skills Development Levies Act, Employment Equity Act and Occupational Health and Safety Act.
- Demonstrated policy development and implementation
- In depth knowledge of strategic leadership, HR management skills and HR Administration systems.
- In depth knowledge and experience of labour legislation and conflict management resolution skills
- Demonstrated ability to creatively implement HR solutions and solve HR related problems

Skills, Knowledge and Abilities:

- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and/or boards of trustees.

- Proficiency in English with excellent verbal and written skills
- Proficiency in other South African languages both verbal and written will be an added advantage.
- Proven success in developing a large high performing staff, establishing performance standards, and transitioning staff through organizational change, with an emphasis on the ability to recruit and manage a culturally diverse workforce.
- Ethical business professional with demonstrated strong organizational, leadership and management skills.
- Demonstrated experience in establishing, managing and delivering human resources processes, procedures and projects.
- Demonstrated experience and skills in managing a high volume workflow HR office
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and/or boards of trustees.
- Corporate Governance, quality assurance and risk management, health and safety management
- Demonstrated ethical business professional with strong organizational, leadership and management skills.
- Experience in working in a culturally diverse environment with sensitivity to cultural differences.

REMUNERATION

A salary package commensurate with the successful candidate's experience and qualifications and in line with HST's Job Grading System will be offered.

HEALTH SYSTEMS TRUST PROMOTES EMPLOYMENT EQUITY.

People with disabilities are encouraged to apply.