



## JOB PROFILE

A. Post Information	
<b>Post Title</b>	Contract HR Practitioner – Organisational Development
<b>Component</b>	Corporate and Financial Services Division
<b>Location</b>	Head Office - Braamfontein
<b>Post Reports To</b>	HR Manager
Job Evaluation Outcome	
<b>Confirmed Grade:</b>	
<b>Date Graded:</b>	

Job Profile Verification	
<b>Profile Verified By:</b>	HR Manager
<b>Date Verified:</b>	July 2019

Job Profile Validation	
<b>Profile Validated By:</b>	
<b>Date Validated:</b>	

Job Evaluation Outcome	
<b>Confirmed Grade:</b>	
<b>Date Graded:</b>	

## B. Job Purpose

*Brief statement outlining the overall purpose/reason for existence of the post (one or two sentences).*

The purpose of this role is to contribute to the design and delivery of people and organizational development strategies and the management of change in support of the Commission's strategic and operational plans providing information, advice and services as required.

## C. Position of the Post in the Organisation

*Structure diagram*

## D. Key Responsibilities

List major activities and contribution to the organisation for which this post is held accountable

Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
1	Organisational Development	1.1	Design and deliver organisational development and change management strategies and processes.
		1.2	Lead, manage and personally deliver on already identified and prioritized Change and Culture project interventions that support the Commission's objectives of improving institutional capacity to ensure effective and efficient delivery on its mandate.
		1.3	Identify and advise on opportunities for performance improvement through undertaking internal diagnosis, process and/or system reviews in order to understand barriers and provide possible solutions, conducting research into good practice and new ideas.
		1.4	Facilitate in-house workshops and engagements to ensure effective communication and consultation in order to enhance staff engagement.
		1.5	Contribute to the development and review of HR policies and procedures.
		1.6	Foster and measure (monitor and evaluate with metrics) progress in creating a culture of innovation and accountability

2	Human Resources Strategy development and implementation of Human Resources Plan.	2.1	Contribute research, analysis and ideas to the review and development of the Commission's Human Capital Management Strategy in order to ensure that organisational development initiatives are appropriately integrated and aligned with the Commission's overall strategic goals.
		2.2	Identify, agree and set performance targets and metrics at and for all levels of work that measure the delivery and implementation of the HR Strategy and HR Plan
		2.3	Develop and agree on Accountability Matrix for deliver of the HR Plan
		2.4	Develop the Commission's approach to talent management, (the framework, processes, tools, forums and training in Talent conversations) as well as succession planning.
		2.5	Facilitate the inputs of key stakeholders in order to ensure effective implementation and measure progress.
		2.6	Develop coaching, mentoring and secondment program as part of staff development and the achievement of the Career Development Plan.
		2.7	Develop and implement Strategic Talent Conversations, and Management Strategic talent Review forums as well as Individual Talent Action Plans (TAPS).
		2.8	Measure and report progress against plans at Individual, Functional and Organisational levels

## E. Advisory Responsibility

*Is it required from the post holder to give formal advice and engage with external stakeholders? Please indicate the type of advice given and to whom.*

To Whom	Type of Advice/ Information
Commissioners	<ul style="list-style-type: none"> <li>• Internal purpose and role clarification (and measurement of success criteria) with and between Commissioners.</li> <li>• Team Collaboration.</li> <li>• Identification of key values and associated behaviors required to achieve common Purpose.</li> <li>• Improved interface levels of engagement and communications within and between commissioners as well as with the Administration Executive</li> <li>• Facilitate crucial conversations / team effectiveness workshops or group coaching</li> </ul>
Secretariat Senior Management / Leadership	<ul style="list-style-type: none"> <li>• Internal purpose and role clarification (and measurement of success criteria) with and between Secretariat Senior Management.</li> <li>• Team collaboration.</li> <li>• Identification of key values and associated behaviors required to achieve common Purpose, strategies and targets / goals.</li> <li>• Improved interface levels of engagement and communications within and between Senior Management Leadership (internally) as well as with Commissioners</li> <li>• Facilitate crucial conversations / team effectiveness workshops or group coaching</li> </ul>

F. Accountability	
<i>These fields are not compulsory and should only be completed if the fields are relevant to your post</i>	
Number of staff directly managed	0
Number of staff indirectly managed	0
Financial accountability	0

G. Inherent requirements of the Post	
<i>The minimum qualifications, skills, knowledge, experience and behaviour that are required to perform the job competently.</i>	
<b>Skills/ Knowledge/ Behaviour:</b>	
Requirement	Type
<p><b>Key competencies</b></p> <p><i>(This field requires a list of all skills, behaviour and attitude requirements)</i></p>	<ul style="list-style-type: none"> <li>• Strong written and oral communication skills, including presentation skills.</li> <li>• Excellent influencing and interpersonal skills with people at all levels.</li> <li>• Effective planning and project management skills with the ability to work to (personal, team and Commission's) deadlines.</li> <li>• Change management skills.</li> <li>• Strong coaching and mentoring skills.</li> <li>• Event design and facilitation skills.</li> <li>• Ability to analyse quantitative and qualitative data.</li> <li>• Strong analytical thinking.</li> </ul>
<p><b>Knowledge and education</b></p> <p><i>(This field requires a list of all knowledge requirements relevant to this post e.g. Knowledge of the Public Service Act.)</i></p>	<ul style="list-style-type: none"> <li>• A Bachelor's degree in HRM / HRD or equivalent qualification as a minimum.</li> <li>• Working knowledge of implementation of Organisational Development and Change Management initiatives.</li> <li>• Up to date knowledge of theory and good practice in areas of OD, with specific focus on change management</li> </ul>

	<p>and developing of organisational culture.</p> <ul style="list-style-type: none"> <li>• Up to date knowledge of theory and good practice in the areas of learning and development, with specific focus on Management Development and Talent Management.</li> <li>• A solid track record in delivering successful OD projects and supporting major organisational change projects.</li> </ul>
<p><b>Experience</b></p> <p><i>(Please list all relevant experience required for the post)</i></p>	<ul style="list-style-type: none"> <li>• 5 years relevant experience</li> <li>• Experience of, and commitment to, continuous organisational improvement and the ability to act as a change agent.</li> </ul>

H. Career pathing	
<b>Next higher position:</b>	HR Manager
<b>What is required to progress:</b>	See profile

I. Job profile agreement				
<i>The Manager or his/her nominee reserves the right to make changes and alterations to this job profile as he/she deem reasonable, after due consultation with the post holder.</i>				
<b>We the undersigned agree that the content of the completed Job Profile gives an accurate outline and content of the Post.</b>				
Title	Name	Employee Number	Signature	Date