



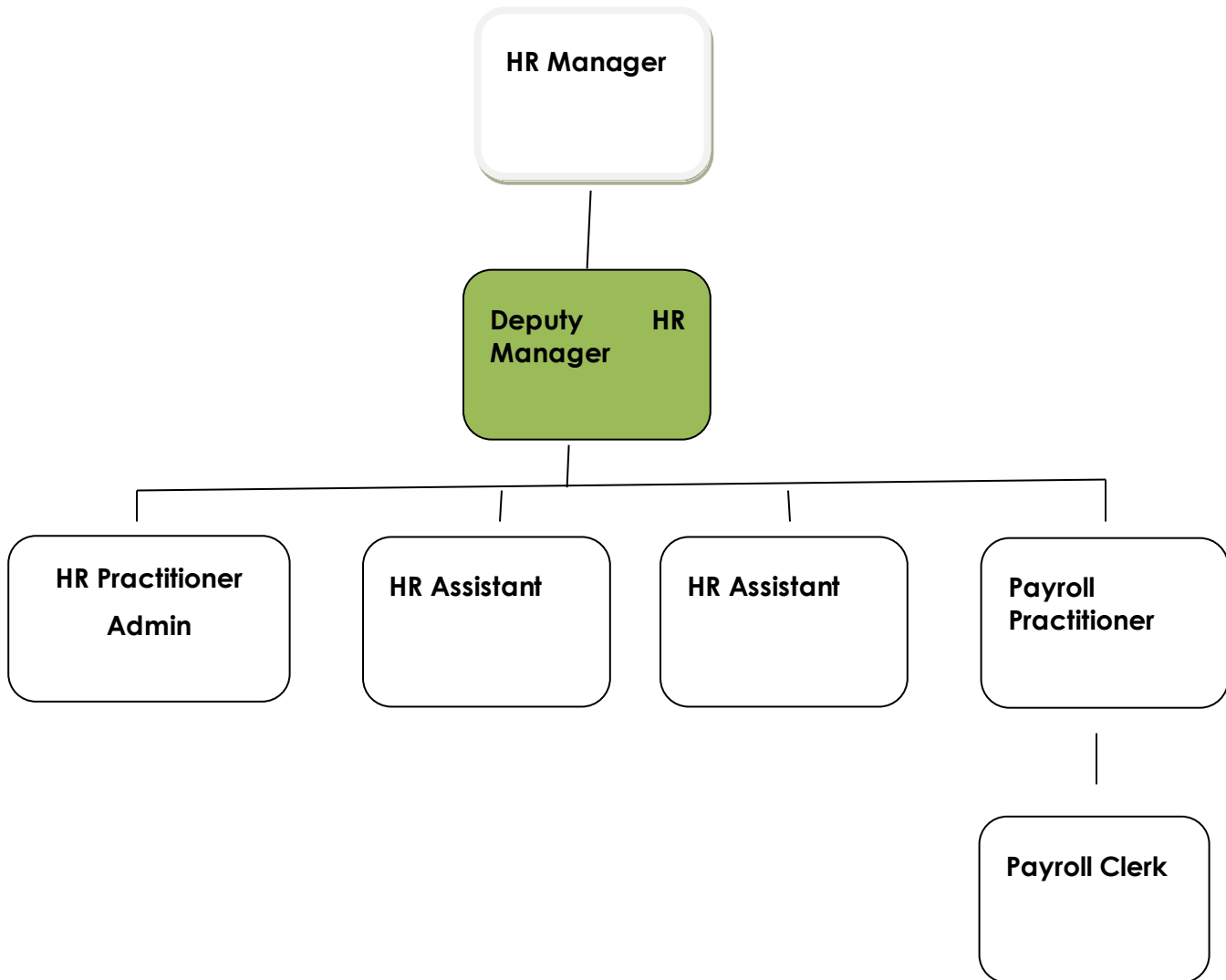
JOB PROFILE

A. Post Information	
Post Title	Deputy HR Manager
Component	Corporate and Financial Services Division
Location	Head Office - Braamfontein
Post Reports To	HR Manager
Job Evaluation Outcome	
Confirmed Grade:	11
Date Graded:	

B. Job Purpose
<i>Brief statement outlining the overall purpose/reason for existence of the post (one or two sentences).</i>
The purpose of this role is to manage training and development, performance management and labour relations functions of the SAHRC.

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	Training plans and interventions	1.1	Design a capacity building strategy for the SAHRC, by considering strengths, weaknesses, opportunities and threats to the environment in which the SAHRC operates, in order to meet the Commission`s future demands internally and externally.
		1.2.	Perform a skills audit determining the skills level within the SAHRC using the relevant models, and perform a gap analysis.
		1.3	Effectively identify the training needs for all employees at the SAHRC using Personal Development Plans to close the gaps.
		1.4	Design and tabulate an effective training plan for the Commission ensuring that all employees are included. Obtain approval for the plan from the HR Manager and the Skills Development Committee.
		1.5	Develop a Workplace Skills Plan.
		1.6	Make effective use of the appointed Skills Development Facilitator for advice, and as a go between for the SAHRC and the registered SETA.
		1.7	Compile annual training reports
2	Organizing Training Requirements	2.1	Monitoring and updating the training and development database. Identify training vendors with the necessary SAQA standards and SETA approved. Arranged the required training.
		2.2	Liaising with training providers
		2.3	Communicate with the employees timeously about their required attendance at these trainings.
		2.4	Assist the HR Manager with effective career pathing for employees, and incorporate this into the schedules for the employees.

		2.5	Manage and develop the training budget and ensure that costs remain within budget for approval of the HR Manager.
		2.6	Manage the payment process for the identified training vendors from the requisition to payments for services.
3	Monitoring the Training Process.	3.1	Through training gap identified, assist the line Managers in developing effective reasonable career paths for employees.
		3.2	Compile annual training plans in line with PDP
		3.3	Coordinate pre and post Impact Assessment of training attended related to ROI.
		3.4	Submit Workplace Skills Plan to relevant SETA.
		3.5	Develop and coordinate induction programs for the Commission.
		3.6	Processing the relocation of newly acquired and transferred employees.
		3.7	Produce Monthly, quarterly and annual reports for the HR Manager, SETAS and the Department of Labour.
4	Performance Management	4.1	Train and empower line managers and employees on the correct application of the approved Performance Monitoring and Evaluation Reporting (PMER) policy
		4.2	Ensure that PDP's are completed accurately and completely and are submitted in line with the provisions and timelines of the policy
		4.3	Provide technical support with regards to performance management.
5	Labour Relations	5.1	Train and empower line managers in the

	Management		processes and procedures for conducting disciplinary hearings
		5.2	Manage the collective bargaining processes
		5.3	Ensure compliance with Workmen Compensation requirements (COIDA).
		5.4	Manage incapacity leave
		5.5	Provide advice to management on the process of managing dispute
6	Management of learner ships and internships	6.1	Facilitate recruitment & placement of Interns
		6.2	Development & filling of records of interns, job descriptions, work plans and reviews.
		6.3	Monitor and provide quarterly reports on the Mentorship Program for the Commission.
7	Monitoring implementation of Employment Equity	7.1	Ensure compliance with the employment equity Act
		7.2	Ensure that the employment equity plan is in line with the Employment Equity Plan
		7.3	Produce reports on the Commission's implementation of the Employment Equity Plan targets.

E. Advisory Responsibility	
<i>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.</i>	
To Whom	Type of Advice/ Information
SETAS, CCMA	Registering training plans and updates, LR
Government Bodies- Department of Labour	Reporting on training and skills activities

Skills Development Facilitators	Training plan approval, advice
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F. Accountability

These fields are not compulsory and should only be completed if the fields are relevant to your post

Number of staff directly managed	4
Number of staff indirectly managed	1
Financial accountability	0

G. Inherent requirements of the Post

The minimum qualifications, skills, knowledge, experience and behaviour that are required to perform the job competently.

Skills/ Knowledge/ Behaviour:

Requirement	Type
<p>Key competencies</p> <p><i>(This field requires a list of all skills, behaviour and attitude requirements)</i></p>	<ul style="list-style-type: none"> • Administrative capability • Communication Skills • Organizing capability • Excellent people and motivational skills • Honesty and integrity • Client orientation and customer focus • Skills development/ Training and Development • Performance Management
<p>Knowledge and education</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"> • Relevant Degree or Diploma in Human Resources • Knowledge and understanding of relevant legislations including the Skills Development Act and Skills Levies Acts knowledge • SETA, CCMA knowledge

	<ul style="list-style-type: none"> • Knowledge and understanding of performance management processes and good practices
Experience <i>(Please list all relevant experience required for the post)</i>	<ul style="list-style-type: none"> • 5 years relevant experience

H. Career pathing	
Next higher position:	Human Resources Manager
What is required to progress:	See profile

I. Job profile agreement				
<p><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></p>				
<p>We the undersigned agree that the content of the completed Job Profile gives an accurate outline and content of the Post.</p>				
Title	Name	Employee Number	Signature	Date