

Johannesburg Development Agency (SOC) Limited

The JDA is an agency of the City of Johannesburg which stimulates and supports area-based economic development initiatives throughout the Johannesburg metropolitan area in support of Joburg 2040. As development manager of these initiatives, JDA coordinates and manages capital investment and other programmes involving both public and private sector stakeholders.

The following positions are available for achievement-oriented individuals with initiative and a commitment to give substance to this vision.

Human Resource Manager (Re-advertisement)

All-inclusive package of R720 000-R850 000 per annum negotiable

Purpose of the position: The successful candidate will manage, develop and implement the human resources function within the JDA on both an operational and a strategic level and ensure compliance with applicable employment laws, JDA policies and procedures. In addition, he/she will manage HR administration, Labour Relations, staff provisioning, payroll and benefits administration, performance management system, employee wellness function, training and development (WSP/ATR) and employment equity.

Key responsibilities: • Conceptualise relevant strategy, plan and manage implementing of strategy • Ensure that all policies and procedures are current and up to date and in line with legislative requirements • Determine staffing needs in conjunction with line management • Ensure the professional selection, placement, training, development and advancement of people, at all times • Ensure the effective recruitment, utilisation and retention of the organisation's human capital • Facilitate a sound relationship between the employer and employees • Give effect to the organisation and the organisational establishment requirements, continuous improvement and performance management • Monitor and review the performance management system • Conduct salary benchmarking interventions to ensure and establish fair remuneration policies • Implement and monitor flexible remuneration packages • Manage payroll and benefits administration • Maintain and enhance the JDA Employee Assistance Programme working with staff on personal issues affecting them, as well as with wider organisational wellness issues • Ensure delivery on budgeting and forecasting • Ensure compliance with employment equity measures • Facilitate a sound relationship between the employer and employees • Give effect to the organisation and the organisational establishment requirements, continuous improvement and performance management • Prepare relevant HR reports for EXCO, Board and Board Sub-committee meetings.

Education and experience: • Human Resources diploma/degree • Minimum of 8 years' proven operational and strategic HR experience. This experience must include the development and implementation of Human Resources strategies, policy development, report writing, presentation of HR strategies, and experience in dealing with labour matters including organised labour and in CCMA proceedings and other tribunal courts • Advanced computer skills • Thorough knowledge of the legislative requirements for Human Resource Management • Ability to work under pressure and to meet tight deadlines • Valid driver's licence • Registration as a professional member of the South African Board of People Practice will be an added advantage.

Please e-mail a detailed CV in MS Word Format to hr-manager@jda.org.za

Legal Officer (Re-advertisement)

All-inclusive package of R402 800-R427 371 per annum

Purpose of position: The incumbent will provide legal support to the Legal Manager.

Key responsibilities: • Provide legal support and advice to the Management of the JDA • Provide legal advice and litigation management for the organisation • Provide legally sound opinions to the JDA • Render legal support services to the JDA • Draft well-reasoned administrative decisions in compliance with the relevant legislation and draft records of decision for the JDA which may have implications for the JDA • Provide legal advice and support in terms of contract negotiation, formulation, finalisation and termination to ensure compliance of newly drafted contracts with the National Treasury Contract Management Framework • Act as the custodian of all contracts by creating and maintaining a contracts register and ensuring safe-keeping of all contracts and agreements • Provide training to staff • Provide practical training and guidance to staff on laws applicable to the JDA • Explain procedures and applications associated with legal processes • Participate in Committees and Working Groups and provide advice/ guidance on the interpretation of laws impacting/influencing projects/processes • Identify courses or seminars suitable for employees to attend • Identify staff to attend courses • In order to ensure specialist support is made available and the capacity of individuals developed to acceptable standards enabling consistent application of laws • Provide support to the Legal Manager in the preparation of JDA reports, when necessary by: * Providing reports or data when required * Submitting quarterly reports to the COJ * Ensuring reports are completed accurately in accordance with laid-down accounting procedures and practices.

Education and experience: • Appropriate 3-year tertiary qualification in Law or any appropriate field • Good knowledge of legislation • Valid unendorsed Code EB driver's licence • 3-5 years' relevant experience.

Please e-mail a detailed CV in MS Word format to Lofficer@jda.org.za

Development Coordinator (4 Posts)

All-inclusive package of R244 440-R310 000 per annum

Purpose of the position: The successful candidate will coordinate all administrative functions for the Department in the execution of all identified projects within the Portfolio.

Key responsibilities: • Provide administrative support to the Development Managers so that management procedures are carried out effectively with respect to tender, evaluations and contract management by: * Assisting DM by completing compliance and responsiveness matrix * Tagging tenders received * Ensuring tender CDs are available on the date required * Controlling the submission of contract documentation as required by SCM (including letters of regret) and compliance/approval by SCM within 1 month of award * Doing photocopying where required • Ensure an effective administrative service is provided to DMs • Establish and maintain effective filing and information retrieval system by: * Setting up and maintaining a filing system * Creating files for areas of operations (appointments, legal etc) * Archiving documentation relating to current financial year tenders • Ensure that correct information is available as and when required • Execute the financial processes involved in the payment of invoices by: * Obtaining invoices * Checking invoices for compliances * Phoning suppliers for any outstanding information on invoices * Loading all invoices and contracts on DMIS * Submitting invoices to finance for payment and follow up on payment • Ensure that all invoices paid are done so in line with SCM regulations • Collate and prepare meeting packs and minutes through: * Typing minutes of relevant meetings * Distributing minutes to all relevant members for checking for minutes * Compiling meeting packs for PMMs • Ensure the timeously distribution of meeting packs • Provide administrative support to the DMs by: * Arranging meetings for DMs * Arranging transport for suppliers where required * Arranging refreshments for contractors where required * Ensuring that public liability and works insurances are in place with the City per project * Ensuring public liability by completing insurance forms for each contractor appointed * Maintaining a supplier database for service providers and doing any change on details when required * Drafting letters of appointment for successful bidders * Providing administrative assistance to the SDM as and when required • Ensure the smooth execution of all functions within the office of the DMs.

Education and experience: • Diploma in Administration • 3 years' relevant experience • Knowledge of SCM practices will be an advantage.

Please e-mail a detailed CV in MS Word format to dcportA@jda.org.za

Human Resources Officer (Re-advertisement)

All-inclusive package of R380 000-R430 000 per annum

Purpose of position: Reporting to the Human Resources Manager, the incumbent will be responsible for the compliance of performance management ensuring that reviews are done timeously, objectives are SMART, Individual Learning Plans are JDA business-aligned and that all SETA requirements are met in so far as Workplace Skills Plan, development and submission of Annual Training Plan and facilitating and coordinating training. The position will also assist with facilitation of grievances and disciplinary hearings and implementation of recommendations of climate surveys.

Key responsibilities: *Recruitment:* • Advertise vacant positions (internal and external) • Ensure internal advertisement are drawn-up, circulated to all staff and kept on record • Ensure external advertisement are drawn-up and submitted to the HR Manager for review • Ensure that interviews are arranged with prospective employees and JDA interview panels • Ensure preparation of screening grid, CVs and interview guides • Ensure orientation/induction is scheduled with each line manager and new employee • Provide basic induction of JDA human resources policies and procedures. *Training and Development:* • Ensure that individual personal development plans are filed • Monitor that planned training takes place through following up with managers and staff, ensure that education grants are administered and agreements are prepared and signed in accordance with policy. *Performance Management:* • Identify and agree KPIs for each function • Identify individual KPIs for employees • Relate evaluated performance back to development requirements and liaise with the HR Manager on methodology • Conduct regular interviews with regard to performance and career management • Ensure the distribution of performance management documents to managers and staff • Assist receipt and file individual performance management documentation. *Employee wellbeing:* • Assist employees with employee wellbeing referrals • Coordinate in-house employee wellness programmes, implementation of recommendations of the climate survey. *Employee Relations:* • Maintain sound employer/employee relations within the organisation • Ensure effective policy and procedure implementation and compliance • Provide management support and advice on all functions of HR • Coordinate and participate at disciplinary and grievance hearings. Perform ad hoc duties as and when required.

Education and experience: • Human Resources-related diploma/degree • Good knowledge of labour legislation (SDA, OHSA, BCEA, LRA, EEA) • Minimum of 5 years' hands-on operational HR experience • Knowledge of VIP HRIS will be an added advantage • Valid unendorsed Code EB driver's licence • HR Generalist experience is a prerequisite • Registered with SABPP will be an added advantage.

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These are 5-year fixed-term performance-based contracts. JDA offers a market-related salary commensurate with qualifications and experience.

Closing date: 20 June 2016

Correspondence will be with short-listed candidates only. Should you not hear from us within 30 days of the closing date, please consider your application unsuccessful. Johannesburg Development Agency is an equal opportunity employer.

These positions will be filled in line with the Employment Equity targets of the JDA.



a world class African city

