

Johannesburg Development Agency (SOC) Limited

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

The following exciting and challenging position is available for achievement-orientated individuals with initiative and a commitment to give substance to this vision.

Human Resources Manager

Purpose of the position: The successful candidate will manage, develop and implement the Human Resources function within the JDA on both an operational and strategic level. He/she will ensure compliance with applicable employment laws, JDA policies and procedures, and will be expected to manage HR administration, labour relations, staff provisioning, payroll and benefits administration, as well as the performance management system and employee wellness function.

Key responsibilities:

- Conceptualise relevant strategy, and plan and manage the implementation of said strategy
- Ensure that all policies and procedures are current, 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 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's 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
- Prepare relevant HR reports for Exco, the Board and committee meetings.

Education and experience required:

- A Human Resources and/or Business Administration-related diploma/degree
- A minimum of 8 years' proven operational and strategic HR experience. This experience must include the development and implementation of Human Resources strategies, report writing and presentation of HR strategies
- Advanced computer skills
- Thorough knowledge of the legislative requirements for Human Resource Management
- The ability to work under pressure and meet tight deadlines
- A valid driver's licence.

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

Closing date: 24 September 2014

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 and this position will be filled in line with its EE targets.



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