

Join Our Team

Position: Head: Human Resources

Contract: 5-Year Fixed-Term

Location: Kathu, Northern Cape

Salary: Market-related

Job Summary

We are looking for a Head of Human Resources to lead HR strategy, talent management, and operational planning, aligning HR with the Trust's objectives. Reporting to the CEO, the role focuses on fostering culture, managing people, and ensuring HR processes support the Trust's vision and values.

Key performance areas

- Lead the development and execution of the HR strategy aligned with SIOC-CDT's objectives.
- Set medium to long-term HR goals, monitor progress, and ensure operational excellence.
- Develop and implement HR programs supporting strategic objectives.
- Provide people management support to leadership and staff, ensuring compliance with best practices and legislation.
- Implement talent development strategies for employee lifecycle, succession, and retention of key skills.
- Drive efforts to attract and retain top talent for a high-performing workforce.
- Ensure compliance with HR legislation, corporate governance, and policies.
- Oversee HR risk management and quality control.
- Build and lead a cohesive HR team, effectively managing resources.
- Implement strategies for talent acquisition, succession, and employee retention.

Minimum Requirements and Attributes

- Honours Degree in Human Resources Management or equivalent (NQF Level 8).
- Post-graduate qualification in Business Administration/Management.
- Professional membership with SABPP or similar.
- Minimum 12 years' HRM experience, including 5 years in HR operations, 2 years supervisory, 3 years in management, and a minimum of 2 years in executive management.
- Living and working experience in the Northern Cape.
- Valid driver's licence and own vehicle.

Functional and Technical Competencies Required

Labour and employment laws and regulations • Strategic HR Leadership • Policy management. • Talent acquisition and workforce planning • Change management • Performance management • Learning and Development • Compensation and benefits management • Budget and financial management • Conflict management • Project management • Subject matter expertise • Risk management • Information management • Coaching and mentoring • Decision making • Interpersonal skills • Coaching and mentoring • Strong communication • Presentation skills • Planning and organising • Report writing • Analytical • Attention to detail

Applications

Interested and qualifying applicants should apply through our e-Recruitment platform:
<https://www.sioc-cdt.co.za/vacancies/>

Closing date: 14 February 2025

