



City of Johannesburg Pikitup

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VACANCY: GENERAL MANAGER: HUMAN CAPITAL MANAGEMENT

Date of the advert: 06 October 2024

Closing Date for applications: 18 October 2024

Position : General Manager: Human Capital Management
Department : Corporate Services
Location : Head Office
Level : Task 19/ Level E1
Reporting to : Executive Manager: Corporate Services
Reference No : GMHC05

The purpose

The purpose of this role is to lead and manage the Human Capital Management division within Pikitup.

Key Responsibilities

- ✓ Provide strategic and operational oversight of the HR Partnerships and Services in Pikitup.
- ✓ Develop and/or review all HR policies and processes to ensure legal and regulatory compliance and adherence to mandated frameworks whilst incorporating high levels of service delivery, accuracy, efficiency and customer centricity.
- ✓ Drive the review of transactional efficiency and automation of routine HR processes to ensure effective controls, reporting and accountability whilst supporting effective management decision-making through real-time data, dashboards and HR analytics.
- ✓ Provide high level HR Business Partner services to Pikitup Senior Management and troubleshooting where required to resolve complex problems.
- ✓ Manage the development and maintenance of the workforce skills plan, employment equity plan as well as the statutory reporting and execution thereof.
- ✓ Manage performance and development for Human Capital Management staff.
- ✓ Manage the audit process of all functional areas with the internal and external auditors.
- ✓ Participate in management structures, Pikitup Board Committees and the Board where required.

The list of tasks/duties and responsibilities contained in this document is not necessarily exhaustive, and the employer is entitled to instruct the employee to carry out additional duties or responsibilities, which may fall reasonably within the ambit of the job description, or in accordance with operational requirements.

Minimum Requirement

Minimum Qualifications

Non-Executive Directors: Mr. TM Mokwena, Mr. O Maseng, Ms. N Sekoba, Mr. MM Ndlhovu, Mr. NS Marota, Mr. S Shi, Mr. M Radebe, Ms. SP Mkhonto, Mr. TM Bodila, Ms. K Mogagole. **Board Chair:** Mr. M Nedzamba. **Managing Director:** Ms. B Njingolo. **Chief Financial Officer:** Mr. L Matsila. **Registration Number:** 2000/029899/07. **Auditor:** Auditor General of South Africa

- ✓ Bachelor's Degree in Human Resources or other related field.
- ✓ Accreditation by SABPP,IPM and other relevant professional bodies

Minimum Experience

- ✓ A minimum of 8 years' generalist HR experience of which 5 years in a managerial role e.g. HR services, HR operations, Remuneration and Benefits, HR partnerships, and Payroll.
- ✓ Experience in leading and managing HR strategy in a large and complex organisation with multiple delivery sites

Preferences/Advantages

- ✓ Postgraduate degree in Human Resources or other related field.
- ✓ 10 years' HR managerial experience, with at least 5 years at senior management level.

Required Competencies

Knowledge

- ✓ Knowledge of the public service or ambit of public entities will be an added advantage.
- ✓ Knowledge and/or understanding of Municipal Finance Management Act (MFMA).
- ✓ In-depth knowledge of various aspects and application of employment laws especially BCEA, LRA, Employment Equity Act and Skills Development Act, POPIA, OHSA etc .
- ✓ Knowledge of business and management principles, Human Resources strategic planning, people and financial management.
- ✓ Knowledge of governance, ethics and values as it applies to HR.
- ✓ Knowledge of the provision of the Income Tax Act, COIDA, UIF and regulations related to remunerations and benefits.

Skills :

- ✓ Demonstrated ability to lead and motivate a team
- ✓ Excellent communication
- ✓ interpersonal,
- ✓ organizational skills

Behaviours

- ✓ Integrity
- ✓ Commercial focus
- ✓ Analysis and problem solving
- ✓ Judgment and decision-making
- ✓ Strategic thinking

- ✓ Building a vision
- ✓ Influencing others
- ✓ Networking
- ✓ Organising and prioritising
- ✓ Proactive communication
- ✓ Developing Relationships.

Interested applicants must complete an application form and submit a comprehensive CV together with certified copies of qualifications and identity document to gmhcpik@mjvrecruitment.co.za by no later than **18 October 2024**. No late applications will be considered. Please ensure that the correct position reference number is inserted in the subject line of the email. For enquiries contact **Lindsay Masimbe –Tel: 011 410 9477**

- Please quote the above position name and the reference number on all correspondence relating to this advert.
- Pikitup reserves the right not to fill any vacancies.
- Correspondence will only be entered into with shortlisted applicants. Should you not hear from us within **six weeks** after closing date of the advert please consider your application unsuccessful.
- By submitting your application for a position at Pikitup, you are consenting that the personal information submitted as part of your application may be used for the purposes of Recruitment and Selection and related processes.

PIKITUP IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO EMPLOYMENT EQUITY PRINCIPLES AND REDRESSING THE IMBALANCES OF THE PAST. APPLICATIONS ARE WELCOME FROM ALL DESIGNATED GROUPS (AFRICAN, COLOURED AND INDIAN MALES, ALL FEMALES & PERSONS WITH DISABILITIES).