



HEALTH AND OTHER SERVICE PERSONNEL
TRADE UNION OF SOUTH AFRICA

**HOSPERSA REQUIRES THE SERVICES OF A HIGHLY MOTIVATED INDIVIDUAL
AS A HUMAN RESOURCE MANAGER
REF. NO. – HRM09/12/20SR12**

HOSPERSA is a non-politically aligned democratic Trade Union, striving for human dignity, effective service delivery, protection of worker's rights in the workplace, as well as civil society;
HOSPERSA needs the services of an ethical, highly competent professional individual for the position of Human Resource Manager;
The Human Resource Manager will report to the General Secretary and will be situated in the National Office Hillcrest;
The Human Resource Manager will provide leadership and management of the Human Resource functions; ensuring overall efficiency and effectiveness of all Human Resource processes and interventions;

MINIMUM QUALIFICATIONS

University Degree/Diploma in a Human Resource/Labour Related or Administration or Management field; plus
A minimum of 5-10 years' professional Trade Union experience related to management in a Trade Union environment at senior leadership level;

KEY RESPONSIBILITIES/COMPETENCIES

Proven track record in the following:

- Manage the day to day functioning of the Human Resource Department in the Union to ensure the rendering of high quality services;
- Develop Human Resource policies that are in line with the Human Resource strategies of the Union and ensures that it is implemented;
- Administer Performance Management and Development Systems;
- Monitors the monthly Sage VIP payroll activities;
- Develop and manage the Human Resource plan and Employment Equity plan for the Union and ensures that it is put into practice;
- Analyses training needs to design employee development and health and safety programs;
- Deals with disciplinary matters and labour relations issues in terms of laid down policies and procedures;
- Participates in the recruitment and selection of staff for the Union; Develop, administer, and evaluate applicant testing;
- Conduct exit interviews to identify reasons for employee termination;
- Manage the information technology and communications infrastructure of the Union;
- Sound knowledge of the Labour Relations Act and any applicable legislation;
- Ability to design and implement management projects/programmes;
- Ability to implement direct control and discipline over subordinates;
- Manage the processes associated with the resolutions and policies and procedures on full time shop stewards;
- Appropriate qualities and skills relevant to the management of a national organization;
- Ability to work independently with minimum supervision;
- Excellent organizational skills and ability to motivate staff;
- Excellent communication skills at the highest levels;
- Ability in resolving conflicts with a great sensitivity to different cultures;
- Ability to cope with the demands of a heavy workload and considerable travel often at night and on weekends;
- Financial experience in dealing with formulation of budgets, analysing financial reports;
- Ability to relate to aspects of personnel management, legal processes, association management;
- Display a high level of managerial and executive skills and must be able to deal with a full range of management activities.
- Enhance the image and diversification of building a trade union spirit within the organization;
- Ability to build, foster and maintain sound relationship with the media community;

NATIONAL OFFICE BEARERS

G G Rafferty (Acting President); T A Mbotshane (National Treasurer); M C Pillay, T S Raphadu (Vice Presidents);
N Desfontaines (General Secretary)

AFFILIATION

Federation of Unions of South Africa
Registration No.: LR 2/6/2/320

Requirements of the successful candidate:

- Valid Code 08 (E or EB) driver's licence and own car essential;
- Capable of motor vehicle ownership and insurance essential;
- Qualification and knowledge of Sage VIP would be a strong recommendation;
- Computer literate and ability to use Microsoft Word, Excel and Outlook essential;
- Sound knowledge of the Labour Relations Act;
- Knowledge of other labour related legislation would be an advantage;
- Public sector knowledge and resolutions will be a strong recommendation;
- Excellent people skills;
- Excellent verbal and written communication skills;

This is an itinerant post and the successful applicant will be expected to travel and sleep out from time to time.

A twelve (12) month probationary period will apply.

The selection process may include practical competency assessments.

Interested persons should forward their applications to the Human Resource Manager – National Office Hillcrest, **no later than 31st December 2020.**

Email : waheed@hospersa.co.za
Fax : **Fax: (031) 765-4629**
Post : **Registered/Priority Mail to: PO Box 231, Kloof, 3640**

(Original documents have to be produced on the day of the interview.)

The following documents must accompany the application:

1. Application form as per the prescribed requirement (Policy 5.7 - Form 5.7 - Application for Employment). This form can be obtained from either our Pretoria/Hillcrest National Offices.
2. A detailed CV.
3. Certified copies of highest educational qualifications.
4. Certified copies of identity document and driver's license.
5. Letter of reference or service record.

Please note that if you have not heard from us within 3 months of applying for the position, your application has been unsuccessful.

For enquiries: Human Resource Manager - (031) 765 4625

HOSPERSA IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER.

(Date posted: 10/12/2020)

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