

Job Specification & Recruiting Profile of Vacancy

20 February 2024

The following vacancy exists at NSFAS in Cape Town.

Position	Senior Human Resources Business Partner	Type & Grade	Permanent, D1
Vacancy No	43 of 2023/24	Department & Unit	Human Resources

POSITION OVERVIEW:

To oversee the human resources business partnering function and delivery of people orientated leadership, culture, and high performance, through effective and efficient policies and procedures which support and guide Senior Leadership and Executives to achieve their strategic objectives.

RESPONSIBILITIES:

Policy, Systems & Procedure Practice

- Support the allocated departments with the interpretation of HR policy/ies, procedures, and processes.

Core Strategic/Operations Objectives practice.

- Support business units with achievement of strategic objectives through introduction of efficiencies from a human resourcing perspective.
- Support the Senior HR Operations Manager with compilation of board and executive committee

reporting.

- Guide business units regards workforce planning and skills audits to ensure a compliment that is future-fit
 - Facilitate the selection of all leadership roles and support the talent management team with succession planning initiatives within the business units.
 - Manage the employment equity agenda within business units and ensure all activities are aligned to reaching of targets and goals.
 - Contribute inputs to the crafting of the HR Practice annual operations plan content.
 - Responsible to ensure all action items from internal audit findings are implemented and improvements are noted.
 - Ensure org structures and succession planning is up to date and documented at leadership level, in collaboration with the OD team.
 - Collaborate with labour relations team around grievances and disciplinary action at leadership levels.
 - Ensure performance contracting is executed and documented at leadership level, together with talent management team.
 - Ensure employee wellness is prioritised across all levels of the business.
 - Ensure human resources key performance areas/focus areas are achieved and tracked on a quarterly basis.
 - Oversee preparation of offers and manage process for all Senior Management and Executive roles.
 - Oversee the onboarding and offboarding of all leadership and board appointments.
 - Sign-off all monthly schedules collated by HRBP's for payroll input.
 - Support the implementation of performance management contracting and reviews.
 - Support the allocated departments with the coordination of personal development plans, learning and development needs.
 - Oversee the process for exit interviews and offboarding of exiting employees.
 - Use change management to drive hr related implementation of processes, systems and projects across the business.
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- Collaborate with colleagues on wellness initiatives in the allocated departments.
- Support the learning and development section to ensure that all identified training and development priorities are actioned, and progress is measured.
- Support the Senior Manager HR Operations with key projects pertaining to salary increases, bonus incentives, performance management, systems implementation, etcetera.
- Ensure knowledge sharing and a community of practice within the HRBP space.

People & Ethical Practice

- Guide, inspire and leadership in the HR value chain expectations and change readiness.
- Lead and manage the individual performance contracting and review process for self and direct reports.

Stakeholder Management & Relationships

- Collaborate with internal stakeholders on the rollout of HR programmes.
- Collaborate with external stakeholders to enable the HR practices rollout.
- Manage the service level agreement of external providers on all HR practice deliverables with COEs.

Project Practice

- Manage and supervise the projects to address identified needs as per the HR practice initiatives.
- Analyse and interpret project reports on completion of the project to evaluate return on investment and to inform decision-making in the subunit.

Budget optimisation

- Expenditure forecast for HR practice and projects budget in allocated departments.
- Expenditure management in line with HR practice activities and projects in allocated departments.

Compliance Monitoring & Evaluation

- Support compliance checks and audit of HR practice interventions with HR policies.
 - Identify risks and mitigate them in line with the risk register.
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- Support the compliance of NSFAS with the EE Act and legislation.

Information & Knowledge Management

- Collaborate with stakeholders to build systems that enable the management of data obtained from different sources.
- Collaborate with stakeholders to use their experience, education and understanding to obtain knowledge from this information.

Reporting & Accountability

- On HR practice strategic KPIs progress
- On the HR practice operational plan progress
- On internal and external HR practice risks
- On any other work in the mandate of the HR practices

DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- NQF Level 7 tertiary qualification in Human Resources Management or Industrial Psychology Fields.
 - Computer literacy – Intermediate MS Package Suite
 - Driver's License.
 - At least 8 Years' HR Business Partnering experience in the employee HR practice field.
 - At least 2 years' experience in a similar role within the public services sector
 - Solid Knowledge of the higher education sector
 - Solid knowledge of all Labour related legislation, interpretation, and application thereof
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- Employment Equity Act and Skills Development reporting requirements
- Solid knowledge of employee wellness and remuneration and benefits
- Deep knowledge of the HR value chain and interphase with OD and Talent Management.

Preferred

- 10 Years of HR generalist experience
- Advanced project management Skills
- Advanced knowledge of the higher education sector
- Extensive exposure to the functions of employee wellbeing
- Knowledge and understanding of the NSFAS Act and PFMA

Skill and Competencies:

- Strategic Thinking
 - Creativity and Innovation
 - Change Management
 - Problem-solving skills
 - Leadership skills
 - Agile and Innovative
 - Time management skills
 - High Emotional Intelligence
 - Integrity
 - Communication skills
 - Adaptable to change.
 - Team player
 - Ability to work under pressure and tight deadlines.
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- Intermediate project management Skills.

REMUNERATION & BENEFITS

Remuneration Package: R864 336 – R1, 018 155 per annum.

Total Cost to Company per annum inclusive of all benefits and company contributions.

PLEASE NOTE

Closing date: 05 March 2024

Interested applicants must complete and submit an **Employment Application Form** available on the NSFAS website. The form must be supported by a detailed Curriculum Vitae which includes amongst other things the vacancy name/position title you are responding to, copies of academic qualifications, Identity Document, and names of three contactable referees. The response must be addressed to the attention of Samantha Nagel via the following email address: **jobs@nsfas.org.za**.

Please note the following contact details are for enquiries about **JOB CONTENT ONLY** and **NOT** for application purposes.

For Enquiries please contact: Email: Samanthan@nsfas.org.za

The NSFAS does not consider late applications. The NSFAS talent acquisition team only corresponds with Shortlisted Candidates. Should you not hear from the NSFAS talent acquisition team within 2 months from the closing date, please consider your application unsuccessful.

**** NSFAS committed to employment equity. Preference will be given to candidates who improve employment equity considerations ****

“NSFAS is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the organisation through filling of this position and candidates whose appointment will promote representivity will receive preference. “
