

The South African Weather Service (SAWS) is a Section 3A public entity under the Ministry of Forestry, Fisheries, and the Environment (DFFE) and is governed by a Board. The organisation is an authoritative voice for weather and climate related services in South Africa and is a member of the World Meteorological Organisation (WMO) to fulfil a range of international obligations of the government. South African Weather Service (SAWS) strives to be a Weather and Climate Centre of Excellence providing innovative solutions to ensure a weather-smart region, sustainable development, and economic growth.

The South African Weather Service (SAWS) is therefore seeking to appoint an efficient and enthusiastic person to undertake the role of:

Senior Manager: Human Capital Management

Salary total package: Negotiable

Centre: Head Office, Centurion

(Ref. WS01/052024)

Job Summary:

The incumbent is responsible for the development and implementation of the Human Capital Management (HCM) strategy that is aimed at systematically improving the SAWS' operational efficiency, by providing a diverse workforce that possess the requisite skills and expertise to drive and deliver the SAWS mandate and to support the strategic objectives as per the Annual Performance Plan.

The role also provides a seamless, efficient transactional HCM services to build, enable and articulate a compelling employee value proposition, while ensuring compliance with the relevant legislation regulations.

Key Performance Areas:

HCM Management and Leadership

- Develop HCM and people strategies that provide the SAWS with a highly motivated talent pool that will not only deliver business growth today but also prepare the organisation for future needs.
- Maintain and improve the Employee Value Proposition that will ensure a highly motivated and engaged workforce
- To develop a change and organisational design framework aligned to the SAWS' strategy, to shape appropriate thinking, decisions making and sustainable organisational culture.

- Keep abreast of the development in HCM practices, technology, and economic trends to ensure SAWS conforms regulations and develops appropriate people strategies that safeguard the sustainability of the organisation.
- Prepare and manage the HCM budget
- Perform HR Analytics and submit the requisite HCM reports that enable data-driven insights and inform HCM decisions and programmes.

Talent Acquisition and Management

- Development and implementation of the talent management strategy and plans, that ensure the attraction and retention of the right talent and capability to meet the future needs of the organisation and
- positioning SAWS' as the employers of choice.
- Manage the talent pipeline process in collaboration with the divisional leaders, ensuring the management and constant review of career ladders and succession plans
- Lead the SAWS' annual employee performance and talent discussions

HCM Governance, Risk and Compliance

- Responsible for the implementation of governance, risk, and compliance frameworks for the department, in line with the SAWS' risk management framework.
- Develop policies and procedures that ensure that SAWS complies with the following important legislations – LRA, BCEA, POPIA, BBB-EEA, EEA, SDA etc., effectively manage HR risks, including the submission of the requisite annual statutory submissions e.g., WSP, ATR and the Employment Equity Report and Plans.
- Ensure that the HCM policies and procedures are continuously updated, communicated and accessible to all SAWS' employees.
- Collaborate with divisional executives and senior managers to constantly monitor and review the organisational structure to ensure that it remains relevant and supports the efficient delivery of the SAWS' objectives

Human Capital Management Systems

- Collaborate with the ICT team to ensure the security vulnerability management of the HCM related systems.
- Assist employees with their password set-ups
- Ensure that the data on the HR system is valid, up-to-date, and reliable
- Liaise with the SCM's HR System providers to ensure that they develop/design fit-for-purpose reports for the HCM team.
- Ensure system development and automation of processes to enable operational efficiency.

Employee and Industrial Relations

- Develop and implement strategies to ensure optimal employee engagement and effective resolution of disputes and conflict.
- Regular engagement and collaboration with the organised labour for effective and harmonious employee relations

People Management

- Effectively lead and manage the department by maintaining a motivated team to deliver on the SAWS mandate within the allocated resources
- Ensure that skills transfer and development within the department happens through formal training, mentoring, and coaching.
- Promote a culture and practices that reflect the SAWS values.

Required Minimum Education/Training:

- Post-graduate Degree in Human Resources Management or equivalent
- Sound knowledge of the Labour Relations, Basic Conditions of Employment, Skills Development, Employment Equity, BBBEE, POPI and SAWS Acts and all other related prescripts.
- Membership of the SA Board for People Practices (SABPP) is an added advantage
- Intermediate proficiency on Microsoft packages like Excel and Powerpoint.
- Certified SAGE Software user.

Required Minimum Work Experience:

- At least 10 years Human Capital Management experience, 3 of which must have been at senior management level
- At least 3 years’ experience in Dispute Resolutions – both disciplinary and grievance management, including CCMA representation
- Stakeholder engagement and proven track record in ability to engage at all occupational levels
- Public Sector experience would be an advantage

Technical and Behavioural Competencies Required

Technical	Behavioral
Business Acumen Employee and Industrial Relations Organisational Design Change Management Communication Skills (Written, verbal and presentation skills) Employee Engagement Conflict Management	Decision Making and Judgement Problem Solving Dealing With Ambiguity Relationship Building and Teamwork Time management Results driven Maintaining confidentiality Persuasiveness and negotiation skills

Please Note:

Register as user on our website using this link: <https://www.weathersa.co.za/home/vacancies> to apply for the above position and upload your (Comprehensive CV with certified copies of qualifications).

Enquiries for the above-mentioned positions must be directed to: Ms Thembisa Bixa, at Tel. (012) 367 6208.

**Closing Date:
26 May 2024**

Preference will be given to People living with disabilities in line with SAWS EE targets. This is an EE position and preference will be given to females, Africans, Indians and Coloureds (AIC). Correspondence will be limited to short listed candidates only. Candidates who have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Weather Service is an equal opportunity employer.

Record Reference	HCM-ADVERT- SM:HCM
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