



**HUMAN RESOURCE MANAGER**  
**Ref. HRM – 2019**  
**All-inclusive salary R517 492**

**JOB PURPOSE:** To manage the human resources function relating to human capital management and development, including managing and coordinating labour relations matters.

**KEY RESPONSIBILITIES**

- Develop an HR strategy that supports the strategic plan of the institution;
- Coordinate and lead the implementation of the Performance Management System;
- Provide leadership and advice in the human resources and labour relations arena;
- Develop an annual HR/Training budget;
- Monitor the budget and variances to ensure budgetary parameters are adhered to;
- Implement a staff wellness programme;
- Maintain accurate and complete personnel records.
- Responsible for successful negotiations with labour unions;
- Coordinate internal disciplinary hearings and cases referred to the CCMA/Labour Court.
- Develop and implement staff induction programme;

**QUALIFICATIONS AND EXPERIENCE**

- A Bachelor's degree (NQF7) in Human Resource Management or equivalent;
- Management experience with a strong Labour Relations background will serve as a strong recommendation;
- At least 5 years' experience in a Human Resource environment;
- Proven track record in handling CCMA matters;

**Applications consisting of a comprehensive CV, certified copies of qualifications, including matric/Grade 12 certificates and ID should be posted or emailed to the following address:**

Human Resource Department  
Performing Arts Centre of the Free State  
P.O. Box 1293  
Bloemfontein  
9301

Email: [applications@pacofs.co.za](mailto:applications@pacofs.co.za)

**Candidates who have previously applied for this position are encouraged to re-apply.**