



sport, arts & culture

Department:
Sport, Arts and Culture
REPUBLIC OF SOUTH AFRICA



PACOFS
PERFORMING ARTS CENTRE
OF THE FREE STATE
An agency of the Department
of Sport, Arts and Culture

HUMAN RESOURCES MANAGER - PERMANENT REPORTING TO THE CHIEF EXECUTIVE OFFICER

All-inclusive annual remuneration package: R 836 768 (Not negotiable)

Estimated monthly net salary: R 38 357

Responsible for the effective and efficient human resources functioning, development and implementation of effective processes for labour peace and employee discipline in PACOFS. Develop and implement an HR Strategy to promote an organisational culture of teamwork service, transparency, accountability, innovation, and inclusiveness. Responsible for all aspects of the HR function, playing a key role in the development and implementation of sound HR policy, setting up of user-friendly HR systems and processes including supervising HR staff.

MIINIMUM REQUIREMENTS

- Recognised three (3) years bachelor's degree / NQF Level 7 Qualification in Human Resources Management / Labour Law.
- Minimum of 5 years' experience in Human Resources environment and employee relations as Human Resources generalist at Management Level.
- Code C1 Driver's License.
- Must have sound financial management, strategic leadership and budget management experience.

ADDED ADVANTAGE

- Recognised Honours Degree /NQF Level 8 Qualification in Human Resources Management / Labour law.
- Membership in South African Board for People Practices (SABPP).
- In-depth knowledge of risk management practice.
- Expert knowledge of programme, project, and people management.
- Demonstrate high integrity and honesty.
- Ability to strategize and solve problems.
- Strong leadership and organisational skills.
- Exceptional communication and people skills.
- Results-oriented, strategic thinker and planner.
- Excellent written and verbal communication skills.
- Practical knowledge of the auditing environment.
- Knowledge and experience working in a theater environment.



SUMMARY OF JOB SPECIFICATIONS

- Develop an HR strategy that supports the strategic plan of the institution.
- Prepare and present HR reports to Board Committee (REMSEC) on quarterly basis for an update to Human Resources Management and Remuneration and Social Ethics matters.
- Develop and implement a comprehensive on-boarding processes for employees.
- Ensure reviews and benchmark of PACOFS compensation framework.
- Lead and facilitate the recruitment & selection processes.
- Guide and coach Managers on employee relationships, HR issues in line with company policies and best practice, including disciplinary, grievance, performance and absence management and representing the entity at the CCMA/Labour Court.
- Coordinate and lead the implementation of the Performance Management System.
- Oversee compliance to the Employment Equity act and COIDA to workplace policies and practices.
- Lead and oversee talent development.
- Implement a staff wellness programme and consult employees with overt or covert issues that affect the employment relationship and their work performance.
- Develop or review HR related policies and procedures.
- Oversee payroll administration.
- Development of workplace skills plan.
- Execute ad-hoc duties as required by the Chief Executive Officer.

It is the responsibility of candidates with foreign qualifications to have them verified by the South African Qualifications Authority (SAQA) | PACOFS reserves the right not to make an appointment | Failure to submit all the requested documents may result in the application not being considered | PACOFS subscribes to the principles of Employment Equity.

If you have not been contacted within three months after the closing date, please regard your application as unsuccessful.

Email application to: vacancy8@pacofs.co.za

Application must consist of a letter of motivation, comprehensive CV, certified copies of qualifications and ID.

Closing date: 09 February 2025