



The South African Council for the Project and Construction Management Professions (SACPCMP) is a juristic person established by section 2 of the Project and Construction Management Professions Act (Act No.48 of 2000) which provides for statutory professional certification, registration and regulation of Project and Construction Management Professions to protect public interest.

Job Advertisement: Human Resource Development Specialist (5-Year Fixed-Term Contract)

Position: Human Resource Development Specialist

Grade: C4

Salary: Negotiable (TCTC)

Location: Pretoria, South Africa

Closing Date: 15 July 2026

Purpose of the Role:

The purpose of this role is to provide strategic and operational support in both Human Resource Management (HRM) and Human Resource Development (HRD) to ensure that SACPCMP attracts, develops, retains, and effectively manages a high-performing and engaged workforce.

The incumbent will be responsible for the design, implementation and continuous improvement of HR and HRD policies, systems, and practices that align with SACPCMP's strategic objectives, legislative requirements, and professional standards. The role also entails championing employee development, driving organisational learning, facilitating performance management, supporting organisational culture, and ensuring compliance with relevant labour legislation.

By focusing on the full employee lifecycle - from recruitment and onboarding through to learning, performance and succession - the HR Development Specialist will play a key role in strengthening SACPCMP's human capital capability, while promoting organisational effectiveness, transformation, and regulatory excellence

Key Responsibilities:

The Human Resource Development Specialist will be responsible for providing expert support in both operational and strategic Human Resource Management (HRM) and Human Resource Development (HRD) functions. The role is pivotal in ensuring that SACPCMP has

the right people, with the right skills, in the right roles, while fostering a culture of high performance, continuous learning, and regulatory excellence.

1. Learning and Development (HRD)

Design, implement and manage a comprehensive Learning and Development Strategy that is aligned with SACPCMP's strategic objectives and regulatory responsibilities.

Conduct annual Training Needs Analyses (TNA) to identify skills gaps and compile the Workplace Skills Plan (WSP) and Annual Training Report (ATR) in compliance with SETA and Skills Development Act requirements.

Evaluate the impact and effectiveness of training programmes, ensuring alignment with both individual development plans and organisational goals.

Identify, assess, and manage relationships with accredited external training providers, ensuring value for money and adherence to procurement procedures.

Promote a culture of continuous professional development, supporting formal and informal learning initiatives across all occupational levels.

Facilitate internal knowledge-sharing platforms such as lunch-and-learn sessions, peer mentoring, and communities of practice.

2. Talent Management (HRM & HRD)

Develop and support the implementation of talent management frameworks, including talent identification, succession planning, and career pathing aligned with SACPCMP's future skills requirements.

Lead initiatives to enhance talent attraction, engagement, and retention, particularly within critical and scarce skills areas.

Collaborate with managers to ensure robust onboarding and induction programmes that reinforce organisational values, policies, and strategic objectives.

3. Recruitment, Selection and Onboarding (HRM)

Manage the end-to-end recruitment and selection process in line with the Council's staffing plan, ensuring fairness, transparency, and alignment with Employment Equity (EE) objectives.

Provide expert guidance to line managers on job profiling, candidate assessments, panel interviews, and appointment decisions.

Develop and maintain competency-based job descriptions, ensuring alignment with SACPCMP's organisational design and professional standards.

Oversee onboarding and orientation processes to ensure new staff integrate effectively into the organisation.

4. Performance Management (HRM)

Drive the implementation and monitoring of a robust Performance Management System that is aligned to SACPCMP's strategic and operational objectives.

Provide support to managers and employees on performance planning, mid-year reviews, appraisals, and development discussions.

Monitor compliance with performance timelines and ensure documentation is accurate and complete.

Analyse performance data and trends to support decisions on training, recognition, and succession planning.

5. Human Resources Administration and Master Data (HRM)

Maintain accurate and up-to-date employee records, including contracts, qualifications, disciplinary actions, and leave records, in accordance with legal and governance requirements.

Support HR audits, reporting, and compliance processes by ensuring integrity of HR master data.

Ensure all HR documentation is filed systematically and securely, in both digital and physical formats.

6. Employee Engagement and Internal Communication (HRM & HRD)

Design and implement employee engagement initiatives to promote morale, motivation, and a positive organisational climate.

Facilitate employee surveys, analyse feedback, and support the development of action plans in response to staff input.

Act as a key contact for staff queries on HR policies, benefits, career development, and workplace concerns.

Promote effective internal communication between HR, management, and staff through various channels.

7. Compensation, Benefits, and Recognition (HRM)

Support the design, review and implementation of compensation and reward structures that are competitive, fair, and aligned to performance outcomes and market benchmarks.

Manage the administration of employee benefits, including medical aid, pension, leave, and wellness programmes.

Coordinate recognition programmes that celebrate employee achievements and reinforce SACPCMP values.

8. Organisation Design and Change Management (HRM)

Assist in reviewing organisational structures, job roles, and reporting lines to ensure operational efficiency and strategic alignment.

Support the implementation of organisational change initiatives, including structural adjustments and new policy roll-outs.

Act as a change agent by supporting managers and staff through transitions, using communication, coaching, and feedback tools.

9. HR Policy, Legislation and Compliance (HRM & HRD)

Ensure all HR practices are compliant with applicable legislation, including the Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, and the Skills Development Act.

Contribute to the review, development, and implementation of HR and HRD policies and standard operating procedures (SOPs).

Provide advice to management and staff on labour legislation, grievance procedures, and employee relations matters.

Key Performance Indicators/Areas:

- Training and Development Framework for SACPCMP
- Completion of annual Training Needs Analysis and Annual Training Report.
- Complete training according to approved training budget including staffing requirements.
- Adherence to the procedure of selecting and evaluation external training providers.
- Complete all Human Resource Development reports accurately by due dates.

Competencies

- Employee Equity Act
- Labour relations Act
- Basic conditions of Employment Act
- Ms Office

Skills

- Mentoring
- Communication
- Change Management
- Conceptual Thinking
- Decision Making
- Presentation
- Organizing and Planning

Leadership Qualities

- Adaptability
- Attention to detail
- Conflict Management
- Customer Orientation

Additional Requirements

- Prepared to work overtime
- Ability to engage at all management levels
- Very good communication (verbal and written)

Requirements:

B Degree or a combination of experience and/or education (NQF level 6) in Industrial Psychology/Human Resource Management

Experience:

At least 5 years HRM and HRD experience

Applications should be sent to recruitment@sacpcmp.org.za.

SACPCMP
446 Rigel Avenue,
Rigel Office Park,
Erasmusrand, Pretoria,
0181

Please clearly indicate the position you are applying for in your application.

Note:

If you have not heard from us within two weeks after the closing date, please consider your application unsuccessful.

SACPCMP reserves the right to make appointments or not.