



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 in order to protect public interest.

**Position: Human Resource Manager (5 Years Fixed Term)**

**Salary- Negotiable TCTC**

A Human Resources Manager is the leader of the entire HR function in the Council. They plan, direct, and control all the HR activities and work closely with the Registrar/CEO to ensure the satisfaction of existing employees and position the organization as an employer of choice for qualified candidates.

The Human Resources Manager role is strategic and high-profile. Successful Human Resources Managers are highly experienced in both HR and general business and are comfortable with the highest levels of responsibility.

**Role Description:**

A Human Resources Manager sets the Council's HR strategy, directs HR activities, and ensures that the HR function contributes to the overall success of the Council.

Your role as Human Resources Manager will encompass:

- Collaborating with senior management to define and develop an efficient HR strategy applicable across the entire Council
- Developing the annual HR plan and ensuring delivery on the plan
- Leading and directing the HR developments
- Negotiating with employee representatives and stakeholders
- Networking and liaising with key external stakeholders, HR specialists, service providers and suppliers, and colleagues
- Keeping abreast of global HR trends and developments
- Contributing to employee relations, discussions, and negotiations
- Enabling HR to contribute to the organization's financial success
- Presenting to Council Committees and the Council on HR matters
- Representing the Council externally in HR forums
- Developing and growing the HR function to remain best and in keeping with employer of choice principle.
- As part of planning, provides input into strategy and resource allocation of department.
- Execute operational plans by implementing, managing resource allocation and costs.
- Monitor performance contracting and plans and managing mechanisms for business results measurement, aligned with HR specific plans & objectives and Council-wide Strategy and APP
- Participate in planning the human resource allocation, acquisition, retention and motivation within agreed People Plan priorities

- Makes recommendations for Corporate Governance related controls and standards, systems and procedures
- Collaborate with executive leadership with regard to communication and change management plans
- Implement regular and structured communication mechanisms & feedback
- Stay abreast of and develop Human Resources policies & procedures and ensuring employees understand and comply with them
- Coach & mentor staff by providing information, setting goals and providing feedback
- Talent Management: Compensation & Reward, Recruitment & Selection, HR Admin & Support, Organisation Development and Employee Relations
- Provide input into the L&D Strategy and Plan as part of the overall HR strategy
- Implement the Learning & Development plan aligned with the HR policy and overall business need
- Ensure effective and timeous reporting of all the activities

### **Requirements:**

The SACPCMP is a major player in our industry and is looking for a top-level Human Resources Manager to help shape the future of our changing and growing organization. You must be knowledgeable in all aspects of HR leadership and will have the experience to understand exactly what the Council needs to remain at the top. Reporting directly to the Registrar/CEO, you will work with a team of dedicated professionals and will play a major role in the strategic direction of the Council.

We are looking for the following skills and qualifications:

- Diploma or Bachelor's Degree or a combination of experience and/or education (NQF level 6) in Industrial Psychology / Human Resources Management, Business and related or equivalent qualifications
- At least five years' experience in a senior HR management and leadership role
- Valid Driver's Licence
- High-level experience with conflict resolution, mediation, and problem-solving including disciplinary processes
- Team leadership and team player ability and experience
- Must be able to maintain a high degree of confidentiality in all matters
- Highly self-motivated and must have a real drive to learn and grow, with a passion for performance-oriented work processes
- Resourceful, dependable, proactive, reliable and committed with a positive work attitude
- Extensive experience building relationships with clients is essential
- Must be flexible, adaptable, extremely organized, detail-oriented and a collaborative team player
- To focus on enhancing the value of human capital through development and HR initiatives

### **Legislation (Knowledge):**

- Employee Equity Act
- Labour Relations Act
- Basic Conditions of Employment Act, and all related legislation, etc

In this position you will be reporting to the Registrar.

**Closing date: 3 February 2023**

If you have not heard from us within 2 weeks of the closing date, regard your application as being unsuccessful. The SACPCMP reserves the right to make appointments or not. Please clearly indicate the position you are applying for.

Please submit your CV and certified copies of your qualifications to:

**E-mail address: [recruitment@sacpcmp.org.za](mailto:recruitment@sacpcmp.org.za)**