

## Job Description: HR Assistant Manager

### Overall Role Objectives

Responsible for assisting in the design and implementation of group-wide HR policies as well as for the supervision of the HR team and all HR related activities.

### Key Performance Indicators / Responsibilities & Expected Results

#### Human Resources

Assist in the monitoring and development of department accountabilities and ensuring job descriptions are aligned to each role.

Assist with the day-to-day operations of the HR functions and duties of each team member.

Provide HR support to the HR Manager.

Assist with the development and implementation of Employment Equity Plan and overview of the SD plan.

Assisting with monthly and facilitating year end BEE audits;

- Tracking of BEE Trends and ensuring company remains abreast of any changes and regulation requirements.
- Monitoring BEE Scorecards and liaising with relevant consultants to keep track of requirements for improvement.
- Assisting with the Economic and Social Development initiatives and delegating duties to relevant HR employee to assist with Administration purposes.
- Coordinating and tracking BEE requirements for Year-end audit and ensuring all information is up-to-date.

Assist with managing the recruitment and selection process and delegating tasks to the responsible HR employee.

Assist with managing the training and development programmes across the business and delegating tasks to responsible HR employee.

Provide insight and stay up-to-date on relevant industry trends and employment legislations to ensure organisation compliance.

Provide regular departmental feedback to the HR Manager regarding Team duties and activities.

Liaise with all departments to provide feedback and analysis of department requirements in terms of staffing, structure and employee needs together with the HR Manager.

Ensuring updated organograms and department structures are available at all times.

Assisting with employee disputes and performance reviews as and when required.

#### Performance Management

Assist in the further design of a performance management approach with standardized processes, documents, tools in order to ensure systematic monitoring, feedback and improvement actions on performance towards MSA staff.

Collate and review performance management reviews per department to present to HR Manager.

Assist with tracking and reporting of Key Performance Indicators for every employee & team.

#### People Development

Define and manage a structured and pragmatic approach to stimulate, support and track the continuous further development of our employees including training organisation together with the Training and Development Co-Ordinator

Up to date overview of gaps between job (Job description) and job-owner and related action plan

Assist with managing of a positive and value aligned employee Culture.

#### HR Communication

Provide timely and periodic communication on HR related matters to the HR Manager and Assist with any required tasks and duties to report to Executive Committee and HQ

HR initiatives that stimulate our values, culture and team-spirit

Degree of understanding corporate strategy, commitment and sense of belonging by people

## Job Description: HR Assistant Manager

### Key Performance Indicators / Responsibilities & Expected Results

#### Reporting

Delivery reports to include information on:

- HR Team Priorities and Progress Analysis – weekly
- Recruitment forecasts - weekly
- Headcount trend analysis per department
- Assist Career succession and planning together with HR Manager and Training and Development Facilitator

### Required Specific Knowledge, Skills & Tools

A Degree in Human Resources or any other related field

5 or more years' experience in a management role

Sound knowledge of Labour Legislation, BEE Requirements and WSP/ATR Submissions

Excellent reporting skills & document management.

Administration experience with exposure dealing with queries, problem solving and adhoc projects.

Excellent organisation and administration skills

Excellent interpersonal, written and oral communication skills with ability to assist with problem solving.

Able to work alone on a broad variety of projects.

#### Behaviours

**Entrepreneurship** - Must be an Opportunity seeker, have the ability to take initiative, can do attitude, adaptable to a fast paced culture, have a positive outlook.

**Service Excellence** - Must be the best at what they do and go the extra mile, needs to be flexible, customer focused, feel the need to constantly improve, provide top quality service.

**Accountability** - Ability to keep their word, deliver results, be committed to their responsibilities, have strong willpower and act as if the business was their own.

**Teamwork** - Must have Team spirit and be able to work within a Team and empower one another, no personal agenda. We're all in the same boat working to achieve one common goal "We are One".

**Honesty** - Must be an open communicator, sincere, trustworthy and transparent. Always ethical and behave and act in the best interest of the company and other employee's.

**Diversity** - Respectful and open to different cultures and opinions, have an eye for all stakeholders. "Think Global, Act Local".