



in the footsteps ...

NELSON MANDELA MUSEUM

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in the footsteps ...
Department of Arts and Culture

The **Nelson Mandela Museum** in two sites, Bhunga and Qunu has a dynamic and enviable opportunity to serve South Africa, as steward of a living legacy, to share and learn the true story of Nelson Mandela in context, in ways that inspire and empower people.

The Museum invites applications from suitably qualified, committed, competent and experienced South Africans to serve as **HUMAN RESOURCES MANAGER**. This is an opportunity to help create a caring value driven heritage institution of knowledge and excellence. The successful candidate will be based in Mthatha, Eastern Cape.

POSITION: HUMAN RESOURCES MANAGER

Remuneration Package: R460 000-R520 000 CTC

POSITION REQUIREMENTS:

- A Matric Certificate.
- BCom/BTech with Personnel Management as major/ Bachelors in Public Administration/Psychology or Sociology.
- A post graduate qualification will be an added advantage.
- 5 years' knowledge and experience of which 3 years in management level within the Human Resources environment.
- A Valid Driver's license is compulsory.

KNOWLEDGE AND SKILLS:

- Knowledge of Human Resources practices, standards and administration.
- Knowledge of all Labour Law prescripts and Basic Conditions of Employment Act.
- Understanding of problem solving tactics.
- Strategic thinker at Board room level.
- Disciplined professional, self starter with all round understanding and knowledge of Human Resources Management.
- Sound knowledge of all Labour Law legislation.
- Strong numeracy and analytical skills.
- Diverse relevant experience covering different dimensions in all levels of Human Resources work, especially in generic management, human resources and policy development.
- Ability to work independently with little direct supervision.
- Strong proficiency with MS Office (Word, Excel, Power Point), E-mail, Internet and Payroll Software.
- Ability to function independently and produce good results, even under pressure and meet deadlines.
- Demonstrates a high level of integrity and ethics – maintains confidentiality.
- Ability to communicate, read and write at least English and IsiXhosa.

- Ability to deliver in complex environments.

KEY PERFORMANCE AREAS AND RELATED RESPONSIBILITIES:

1. Policy Development, Documentation and Administration

- Review and develop Human Resources Policies and Procedures and ensure compliance with Labour Legislations.
- Manage the implementation and compliance adherence to HR Policies across the Museum.
- Ensure that the HR Policies are continuously aligned with the required legislations and best practices standards.

2. Recruitment

- Manage recruitment and selection processes of NMM.
- Ensure that the recruitment process is robust and maintained.

3. Performance Management and Improvement Systems

- Performs salary surveys and job evaluations and respond to salary surveys requests from outside Museums.
- Ensure that NMM employees have proper job descriptions.
- Ensure performance reviews are conducted periodically.

4. Compliance to Regulatory Requirements

- Manages the Skills Development Programme of NMM, by submitting WSP to SETA and do skills audit with the Institution.
- Submit Employment Equity and Annual Reports.
- Ensuring the compliance with diverse Human Resources Legislations.

5. Employee Orientation, Development and Training

- As part of the Human Resources division, provide talent management related strategies and solutions to address sustainable skills development and retention.
- Facilitate and initiate leadership development and leadership interventions across the Institution.
- Responsible for overall employee orientation.

6. Labour relations

- Direct, guide and oversee strike management actions.
- Direct, guide and oversee the handling of disputes referred to CCMA.
- Direct, guide and oversee the handling of appeals.
- Oversee facilitator and advisory support in respect of the Museum's Grievance Procedures.
- Oversee the monitoring of prompt grievance resolution.
- Oversee facilitator and advisory support in respect of the Museum's Disciplinary Code and Procedures.
- Play advisory role to employees and management regarding:
 - (1) Conditions of Service
 - (2) Labour Relations legislations
 - (3) Disciplinary procedures
 - (4) Grievance procedures.

7. Human Resources Administration

- Oversees the employee benefits for NMM staff.
- Manages staff wellness matters within NMM.
- Support the Council Committee (IDC) and Council.
- Support Audit process.
- Human Resources administration and update of employee records.
- Payroll administration and time keeping procedures.

Interested individuals who meet the requirements should submit their CV's with certified copies of Identity Documents and Certificates that are not older than three months under a **covering letter clearly marked "HRM VACANCY"** to:

**The Human Resources
Nelson Mandela Museum
P.O Box 52808
Mthatha
5099**

Or email your application with the subject matter **"HRM VACANCY" HUMAN RESOURCES MANAGER** to hr@nelsonmandelamuseum.org.za or hand deliver to: Nelson Mandela Museum, Corner Owen Street and Nelson Mandela Drive, Bhunga Building, Mthatha, 5099. **No faxed applications will be accepted.**

All enquiries are to be directed to: The Human Resources Unit, MR M Msongelwa at 047-501 9507.

Closing date for applications is 27 June 2018 at 16:h00


Applications received after closing date will not be considered.

Correspondence will only be entered with short-listed candidates.

All successful candidates will undergo pre-employment screening and vetting.

NMM embraces the principles of Employment Equity Act no 55 of 1998 as amended.

NMM reserves the right not to appoint.

P.P. 
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B Tyhulu (Mr)
Chief Executive Officer