

JOB DESCRIPTION/JOB MODEL

NAME:	PERSAL NUMBER

A. JOB INFORMATION SUMMARY

JOB TITLE	Manager: HR Planning
CORE	HR & Administrative Personnel
JOB LEVEL	Level 12
DATE	April 2009
LOCATION	Bisho
COMPONENT	HRM
POST REPORT TO	Senior Manager
JOB CLASSIFICATION CODE	Middle Management

B. HIERARCHICAL POSITION OF POST

Senior Manager
Manager
 Assistant Manager

C. JOB PURPOSE (Linked to Strategic Plan)

To ensure the development, interpretation and implementation of integrated HR Plan, Employment Equity Plan and HR policies.

D. MAIN OBJECTIVES (Key performance area (KPA's))

	MAIN OBJECTIVES	%
1	<p>Ensure the development and implementation of integrated HR Planning.</p> <ul style="list-style-type: none"> • Determine HR needs and develop an effective HR Planning. • Implement and maintain HR Plan. • Monitor and prepare reports on the implementation of HR Plan. • Link HR Plan with Departmental policies 	40
2	<p>Ensure the development and implementation of Employment Equity Plan</p> <ul style="list-style-type: none"> • Conduct statistical analysis of the Departmental workforce in terms of gender, race, level and disability. • Determine gaps for the setting of numerical targets. • Monitor the implementation of Employment equity Plan. • Prepare management reports on Employment Equity and prepare the Employment Equity report (EEA2 and EEA4) for Department of labour and OTP. 	30
3	<p>Develop, review, interpret and facilitate implementation of HR Policies.</p> <ul style="list-style-type: none"> • Conduct research to identify the need for the development of HR Policies or gathering input for the new policies. • Intervene in HR Processes and policies • Link departmental policies with HR Planning and strategic planning 	30

E. DIMENSIONS OF THE POST

PERSONNEL BUDGET	EQUIPMENTS VALUE	STORES VALUE	BUILDING BUDGET

F. PERFORMANCE STANDARDS & INDICATORS (Based on main objectives)

Performance standard (measurable outputs / end results) MAIN OBJECTIVES	Indicator (Indicating how well / if standards were achieved)
Ensure the development and implementation of integrated HR Planning	<ul style="list-style-type: none"> • Approved HR Plan • Availability of reports
Ensure the development and implementation of Employment Equity Plan	<ul style="list-style-type: none"> • Approved HR Plan & level of implementation • Availability of reports
Develop, interpret and facilitate implementation of HR Policies	<ul style="list-style-type: none"> • Approved policies & level of implementation

G. OUTPUTS PROFILE

Key customers	Requirements	Outputs
Senior Manager	Report on progress / planning input	<ul style="list-style-type: none"> • Monthly reports • Implementation of relevant policies • Render Related services • Service reports • Routine reports and notes • Protocols
Departmental staff / colleagues	Teamwork, liaising, information-sharing to optimize relevant policies, services rendered, good communication feedback, referrals	<ul style="list-style-type: none"> • Routine memos and notes • Technical guidelines • Statistics
Multi disciplinary staff members	Using multidisciplinary team to render support to the HR Planning management, Co-operation, support, referral	<ul style="list-style-type: none"> • Referral reports / file notes • Regular meetings minutes

H COMPETENCY PROFILE

Knowledge	Skills	Personal attributes	Learning field
Knowledge of the Departmental core business and Public Service Legislation, Regulations and Policies.	Coaching and mentoring skills; Good Communication skills; Report writing skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking , Decision-making skills, Policy Formulation Skills, Leadership & Planning	Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; supportive; compassion, empathy, patience	Understanding of the relevant Acts/prescripts and legislations
Knowledge in the application of Departmental HR Planning, Employment Equity Plan Policies	Good Communication skills; Report writing skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking , Decision-making skills, Analytical thinking, Leadership & Planning Diversity	Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; supportive compassion, empathy, patience;	National Diploma in a relevant Qualification (3yrs) Three to Five years experience required Training in ethics Ability to collect and collate data Demonstrative ability to apply planning, ability to work under pressure; Continuous professional and ethical behavior

I. INDIVIDUAL DEVELOPMENT PROGRAMME (PRIORITY)

**** IT WOULD DEPEND ON THE INDIVIDUAL DEVELOPMENT PRIORITIES

J. CAREER PATHING

J.1 PROMOTION TO THE NEXT HIGHER POST

1. Next higher post : Senior Manager
2. Nature of work in next higher post: -As required in the higher post

K. AMENDMENTS TO THE JOB DESCRIPTION

- The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she deem reasonable in terms of changes in the job content in line with the strategic objectives of the Department, after due consideration with the postholder.

L. PERFORMANCE INSTRUMENTS

- The performance instrument of the postholder, should be read as an extension of this job description.

M. JOB DESCRIPTION AGREEMENT

- We, the undersigned agree that the content of the completed Job Description/Job Model gives an accurate outline and picture of the job as expected from the incumbent in this job:

SUPERVISOR:	JOB INCUMBENT:
RANK: Senior Manager	RANK: Manager
DATE:	DATE:
ACCEPTED	SIGNATURE:
Additional comments/proposed time of revision of this job description: - only if there are changes in the job content.	
Date of revision:	