



**POST OW-HR0724: SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT**

**SALARY: MINIMUM R 1,291,740 (TOTAL COST TO COMPANY)**

**CENTRE: OVERBERG WATER BOARD, SOMERSET WEST, WESTERN CAPE.**

Overberg Water is a Water Board established in terms of section 28 of Water Services Act, No. 108 of 1997. It is classified as Government Business Enterprise as per Schedule 3B of the Public Finance Management Act, No. 1 of 1999 as amended.

**We are inviting applications from suitably qualified persons for appointment as a Senior Manager: Human Resources Management. The successful candidate will report to the Chief Executive Officer** and will be responsible for the full human resources value chain. The incumbent will be responsible for strategically leading and contributing to the achievement of the vision, build effective talent pool, succession planning for critical positions, staff retention and initiatives taken for learning and development. Also, to improve employee productivity and ensuring compliance with regulations to improve the overall quality of work life for all employees.

**QUALIFICATIONS AND EXPERIENCE:**

**REQUIREMENTS**

- Human Resources/Industrial Psychology NQF Level 8 qualification or equivalent
- Masters/Post Graduate qualification will be an added advantage
- Understanding payroll administration specifically Sage 300/Sage VIP System will be added advantage
- 5-10 years senior-level experience (extensive generalist experience, as well as appropriate management experience) in Human Resources in the public sector
- Unendorsed Driver's license
- Working in a unionized environment will be added advantage

**EXPERIENCE**

- Managing HR Admin Functions
- Managing Medical & Pensions/Retirement Funds
- Managing Recruitment and Selection
- Managing Labour Relations
- Managing Training and Development
- Managing all Personnel/Salary Administration
- Managing Personnel Budget
- Managing Performance

**COMPETENCIES**

Problem solving skills, Business acumen, Report writing, Strong customer service focus, Excellent communication skills, Strong networking and consultation skills, Collaboration and team player, Willingness to learn across all functions,

**PLEASE TAKE NOTE:**

Applicants must submit a comprehensive CV, certified copies of qualifications, Identity Document. Please forward your application quoting the relevant reference number. No late applications will be accepted. Overberg Water Board reserves the right not to fill the position. Interested candidates can forward an application with all the necessary documentation in **one file** to <https://overbergwater.mcidirecthire.com/External/Job?Ref=> 17h00 on Friday, 2<sup>nd</sup> August 2024.

If you have not heard from us within thirty (30) days of the closing date, please accept that your application was unsuccessful. Overberg Water is committed to Employment Equity and persons from the designated groups will receive preference.

17/07/2024