

PEGASYS is a strategy and management consultancy driving developmental impact in emerging economies. We work in highly complex and dynamic environments, in the public & private sector spaces and have differentiated ourselves as an innovative, principled and trusted advisor to clients across Africa and the world.

Senior Human Resources Manager

The HR manager mirrors this differentiation internally as a trusted advisor, leading and exposing the business to the latest HR trends, best practice, and ensuring that day to day HR operations are effected with excellence. The HR manager fulfils a critical role and must therefore have a deep understanding of the business and our people as they are central to our success. This is a senior management position, reporting to the Chief Operating Officer.

- ✚ Full time position
- ✚ Location - Cape Town

QUALIFICATIONS AND EXPERIENCE

Required: -

- A degree in Human Resources Management, Industrial Psychology, or any other relevant qualification.
- A business qualification is an added advantage.
- Must have a minimum of 7 years' experience as a Human Resources manager, preferably in a small to medium scale enterprise (SME), that has grown from a start-up to a mature business.
- Must have a proven track record of continuous upskilling to keep up with the latest trends, developments and improvements the HR discipline.
- International HR experience or at minimum international exposure.
- A demonstrable track record of successfully driving operational excellence, and most importantly the planning and execution of human resources strategy and best practice initiatives.

DUTIES AND RESPONSIBILITIES

Will include but not be limited to: -

- Driving and implementing strategic human resources initiatives, supporting the business strategic plans, including talent management.
- Providing advisory support to line managers, and in-depth understanding of all policies, procedures, labour legislation and related processes.
- Providing leadership and effective day to day management of the Human Resources function and team.



- Crafting, co-ordinating and implementing the skills development plan.
- Designing and driving the employment equity plans in line with the strategic business plan.
- Driving initiatives around equality, employment equity & inclusivity.
- Execution of legislative submissions & knowledge of statutory legislative requirements.
- Influencing management decisions positively through contributing, interpreting and analysing relevant HR information & metrics.
- Promoting and facilitating team processes.
- Driving performance management process and offer strategic business initiatives at all levels.
- Providing a comprehensive HR service to the business on all aspects of people management, including employee relations management.
- Ensuring fair, consistent standards within all departments of the business.
- Creating an employee retention strategy & driving employee engagement initiatives.

KEY SKILLS AND ATTRIBUTES

This role calls for several specific skills and characteristics in the candidate, including:

- Ability to gain an in depth understanding of the business and anticipate business needs.
- Strong work ethic and demonstrable high standards of achievement.
- High-energy, self-starter who has bias for action, takes ownership and 'gets things done'.
- Self-motivated with strong multitasking capabilities.
- An excellent communicator, able to positively influence and persuade people at all levels.
- Ability to build trust and rapport with employees and senior management across all levels.
- Excellent written communication skills with proven experience in a variety of written forms.
- Enthusiastic and energetic approach to people problem solving.
- Active listening, negotiation and presentation skills.
- Ability to operate in a diverse multi-disciplinary environment.
- Positively disposed towards dynamism, comfortable with a fluid and constantly changing environment.
- High attention to detail.
- Resourceful.
- High ethical standards.

SALARY

- Commensurate with experience and qualifications.

PREFERRED CANDIDATE

- HDI preferred but not a constraining requirement.

Closing date: 15 November 2018