



The Financial and Fiscal Commission (FFC) exists to provide proactive, expert and independent advice to promote the Intergovernmental Fiscal Relations (IGFR) System in South Africa, through empirical policy analysis and to ensure the realisation of our Constitutional values. The vision is to provide influential advice to promote an equitable, efficient and sustainable Intergovernmental Fiscal Relations system.

## **HUMAN RESOURCES SPECIALIST (12 MONTHS CONTRACT)**

**Ref: 005/2022**

**Salary Range – R 744 255.00 – R 876 705.00 pa (All-inclusive package)**

Financial and Fiscal Commission (FFC) is seeking to appoint an energetic and goal driven individual with excellent knowledge and understanding of human resources function on operational and strategic level for **Human Resources Specialist** position to ensure a provision of effective human resources support to achieve the FFC's strategic objectives on a **twelve (12) months fixed-term contract, with a possibility of contract extension.**

### **1. THE PURPOSE OF THE POSITION**

This position is responsible to provide a professional generalist human resource management support service in the areas of labour relations, organisational development, training and development, recruitment and selection, performance management and remuneration.

### **2. LOCATION: CAPE TOWN OFFICE**

### **3. MINIMUM REQUIREMENTS**

- At least a bachelor's degree in Human Resources Management, Business Administration or related field.
- Must have 5 years of progressive human resources experience. Previous experience in a lead or managerial capacity preferred.
- Knowledge and practice of Human Resources and Change Management
- Knowledge and practice of Remuneration Benchmark, Job Grading, Reward and Staff retention strategies.
- Subject matter expertise in one or more particular areas such as Organisational Design, Workforce Planning, Change Management, Talent Management, People Transition or Industrial Relations is desirable.
- Knowledge and practice of Labour Relations Act in leading and driving change, business transformation, restructuring and TUPE programmes is essential.

- Knowledge and practice of HR management and HR related legislation such as Basic Conditions of Employment Act, Skills Development Act, Employment Equity Act, Occupational Health and Safety Act, etc.
- Skills and experience as a Consultant and/or in a Change environment is highly desirable
- Financial Management (budgeting, monitoring and reporting) knowledge
- Intermediate computer skills with strong IT skills for the management of the HR database.
- Exceptional stakeholder management and communication skills
- Ability to manage your own time and balance multiple priorities when under considerable pressure.
- A proven self-starter who is able to use your initiative to develop solutions
- Excellent analytical and managerial skills with the ability to plan, organising and control.

#### 4. KEY RESPONSIBILITIES

**The key outputs of the Human Resources Specialist are but not limited to:**

- **FFC Human Resources Management:** ▪ Advising on leadership changes or restructuring, change management, engagement strategies, talent management and performance management; ▪ Review HR strategy and plan and update in accordance with the FFC's planning cycle; ▪ Make recommendations for the ongoing review, maintenance and improved efficiency of HR Strategies; ▪ Initiate, implement and review HR policies and practices and recommend changes to relevant areas.
- **Recruitment and Selection:** ▪ Develop and implement recruitment and selection plan to fulfil the organisational human resources needs; ▪ Ensure the FFC's recruitment and selection processes, procedures and policies comply with relevant legislation; ▪ Advise and provide guidance to line management on recruitment and selection policies, best practices and procedures; ▪ Identify and analyse talent implications and make recommendation on key business solutions and opportunities to influence recruitment, retention, employee engagement, transformation, diversity, equity and inclusion.
- **Employee Relations:** ▪ Supports the day-to-day employee relations function of the FFC while escalating complex cases to corporate Employee Relations as needed; ▪ Ensure that the FFC's grievance and disciplinary procedures are developed, implemented and complies with labour relations legislation; ▪ Coordinate meetings with union, where applicable.
- **Performance Management:** ▪ Capacitating managers/employees to manage performance process – goal setting, feedback and coaching, and assessing performance; ▪ Assist

employees in compiling quality performance agreements in line with the divisional strategy; ▪ Ensure consistent and fair application of performance management policy and procedure.

- **Remuneration and Rewards:** ▪ Assist with the development of the rewards strategy; ▪ Facilitate benchmarking of remuneration and rewards; ▪ Advise and implement approved rewards and recognition interventions and programs.
- **Job Evaluation:** ▪ Ensure that all positions within the FFC have job profiles and are graded accordingly; ▪ Quality assures the completed job profiles prior processing. ▪ Ensure that similar roles within FFC are graded equally and consistently; ▪ Resolve job evaluation matters within the FFC.
- **HR Compliance and Reporting:** ▪ Oversee HR administration functions; ▪ Advise with confidence and accuracy on all areas of employee relations and applicable employment law, and to manage a caseload that includes: grievance, disciplinary, short and long term absence, probation, performance improvement and capability, restructuring and redundancy, data subject access requests, employment disputes and conciliation, and employment tribunal claims; ▪ Supports entity Human Resource efforts to ensure the staff files are current through regular audits; ▪ Ensures employment, compensation, employee relations, and affirmative action practices comply with organisation and legal requirements.

**Applications:** Interested applicants must submit a covering letter using the advert reference number, indicating how they will fulfil the above responsibilities, together with a comprehensive Curriculum Vitae to the e-mailed [recruitment@ffc.co.za](mailto:recruitment@ffc.co.za)

**Closing date: 18 July 2022. No late applications will be accepted.**

**Enquiries can be directed to: Human Resources at 010 745 2217.**

Qualifications and other checks will be conducted on short-listed/recommended candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have any foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Only shortlisted candidates will be required to submit certified proof of qualifications, and a copy of ID.

**The FFC is an equal opportunity, affirmative action employer and reserves the right not to make an appointment. Women and people with disabilities are invited to apply.**

Should you not receive any correspondence / communication from the FFC one month after the closing date, please consider your application as unsuccessful.