

POSITION : HUMAN CAPITAL MANAGER

Centre : HEAD OFFICE

Level : D3

Purpose:

Reporting to the ED: Corporate Services, the Human Capital Manager to manage and implement a generalist Human Resource “one stop” service to Head Office, regions and reserves and implement organisational improvement projects. Manage and oversee Recruitment and Selection, Employee Benefits and Human Resources Administration functions for the Eastern Cape Parks & Tourism Agency.

Requirements:

- A three-year tertiary Degree or Postgraduate qualification in Human Resources.
- Five years' relevant experience in middle management in an HR generalist environment.
- Code EB driving license

Key Performance Areas:

- **Remuneration & Benefits:** Development and implementation of a sound remuneration strategy and philosophy for the ECPTA, Develop a mandate for Remuneration, Advise on remuneration increases, Develop salary scales on market related information, Implement Bargaining and non-bargaining increases; Ensure benefit structure is appropriate for Eastern Cape Parks & Tourism Agency and efficient management of the claims process.
- **Recruitment:** Oversee and ensure efficiency of entire recruitment process Ensure Compliance with internal procedures and legislation.
- **Performance Management:** Ensure compliance with the performance management policy, calculate performance bonuses at the end of the financial year, Ensure all staff of Eastern Cape Parks & Tourism Agency has valid performance contract, and Ensure all staff have been assessed bi-annually.
- **Human Resource Policy Development:** Develop and review policies related to leave, subsistence and traveling (SNT), relocation, remuneration, performance management, staff retirement and recruitment.
- **Management:** Lead, manage and monitor the performance of Human Capital Administration Supervisor, Employee Benefits Specialist and Human Capital Officer.



NB: In line with the Employment Equity Policy of the Eastern Cape Parks & Tourism Agency, preference will be given to suitable candidates from the designated groups. (Where applicable)

Closing Date:

Please forward your application to:

- 1) All applications/enquiries can be e-mailed to: recruitment1@ecpta.co.za or faxed to 086 603 9553
- 2) Please specify the position you are applying for.
- 3) Applications must be accompanied by a comprehensive CV. Applications received after the closing date and/or those submitted to an address not listed above will not be considered. If you do not receive a response within 30 days, please consider your application as unsuccessful.

The ECPTA reserves the right not to fill any advertised position.

