

THE SOUTH AFRICAN MEDICAL ASSOCIATION



Human Resources Manager

The South African Medical Association (SAMA) is seeking to appoint a Human Resources Manager to Human Resources Department.

Job Purpose:

To develop the HR strategy and implement the goals by providing clear direction and co-ordination of human resource activities for the company, thereby ensuring the company has high performing and well developed employees to achieve the organisations goals.

Job Responsibilities:

Strategy Development and Implementation:

- Develop, direct and implement an integrated strategy, in order to promote the Association and its vision;
- Identify challenges, opportunities and emerging issues in the market to develop appropriate Human Resources strategy to ensure that the key areas are not only addresses but that they are aligned to the overall strategic direction and objectives of the Association.

Company Culture:

- Define, communicate and effectively implement the company values through all HR interactions and practices throughout the association;
- Proactively identify employee moral issues and resolve issues effectively using relevant HR interventions and best practice;
- Ensure Head of Departments adhere to HR requirements towards their staff members and provide guidance and support in lines with SAMA Policies and Procedures.

Financial & Budget Management:

- Financial Management for the division through adherence through procurement policy and timelines.

HR Governance:

- Ensure that the Association understands all relevant HR related statutory regulations which affect the employees and the Association;
- Ensure effective implementation and complete understanding of all the HR policies and procedures throughout the Association,
- Ensure the HR manual is reviewed and updated on a quarterly basis with the assistance from the HR department and relevant employee representatives;
- Coordinate the Health and Safety, EE and other training programs for SAMA by institutionalising committees to conduct audits and implement actions to continuously improve and abide by the statutory requirements;
- Ensure adherence will all Health and Safety Regulations;
- Development and implementation of an Employee Wellness programme.



Learning & Development

- Compile a training strategy for the year, using the input from line managers, to ensure that staff are continuously developed;
- Ensure the ETD Policy is properly implemented and managed;
- Develop and continuously update the induction program and ensure that all staff are inducted in the different areas;
- Create a culture of learning within the Association: Build leadership capabilities for all managers through training or management development initiatives, including but not limited to Coaching, Formal mentorship programmes, self-development initiatives;
- Completion of an Annual Training Needs Analysis with all employees and development of an annual training plan to be implemented in all departments;
- Management of the training plan and implementation thereof;
- Submission of Mandatory and Discretionary Grants to appropriate SETA by deadlines as specified by them, which addresses scarce and critical skills within SAMA.

HR Risk Management:

- Develop a HR risk matrix on a quarterly basis to effectively manage the risk of HR in the business and provide corrective action plans to mitigate these risks.

Organisational Development:

- Ensure that there are up-to-date and accurate job profiles for each position within the organisational structure;
- Development and upkeep of a detailed and functional organogram;
- Ensure all positions are graded correctly and updated on an annual basis;
- Develop a succession plan throughout the association to ensure continuous business efficiency for key roles;
- Identification of successors with the assistance of all managers and the development of a formal Succession plans for identified successors;
- Development of formal career paths for all positions.

Performance Management:

- Implementation and annual review of the Performance Management Policy;
- Management of the performance management system and ensure consistent implementation as per the Performance Management policy;
- Ensure that the performance management system and processes are continuously implemented by managers;
- Ensure that performance appraisals are conducted on a bi-annual basis for all staff employed by SAMA;
- Educate and ensure that all staff understand the performance management system and comply with the requirements;
- Analyse performance data, communicate to management and performance review committee and make recommendations.

Reports:

- Compile the monthly HR report for the General Manager and Board;
- Review, analyse and compile relevant HR reports for specific requirements in the business;
- Ensure that the Employment Equity Report and Workplace Skills plan is submitted and achieved timeously in accordance with the requirements of the appropriate Acts;
- Check the final register and release the payroll on a monthly basis.

**Recruitment & Selection**

- Ensure implementation, review and maintenance of the Recruitment Policy;
- Manage the recruitment and retention of top quality employees for each department and conduct interviews for senior and other critical positions;
- Investigate and contract with relevant external service providers to ensure that appropriate and cost effective selection tools and agencies are used;
- Ensure all recruitments are in line with the Recruitment Policy and Employment Equity requirements

Remuneration and Reward

- Management of Payroll System and ensure all employees are paid on time as required;
- Complete salary benchmarking on an annual basis to ensure that the association is aligned to the industry standards so as to attract and retain key skilled employees (as per job grading);
- Liaise with managers to determine salary bands for each position (new, vacant or revised position) as and when required;
- Supply relevant supporting document to the remuneration committee for approval;
- To liaise with pension fund administrators on the performance of the fund and ensure that the staffs wellbeing is sufficiently covered;
- Development and implementation of a rewards policy.

Employee Relations:

- Ensure all policies, procedures and practices are in line with the relevant labour legislation;
- Ensure appropriate management of staff across all occupational levels;
- Provide guidance and advice to all employees regarding Labour legislation;
- Ensure that all employees of SAMA follow the applicable policies and procedures for all ER related matters;
- Management of all Labour Disputes within SAMA;
- Take the necessary action against any employee who contravenes any of the policies implemented within SAMA;
- Represent SAMA at the CCMA as and when required.

Transformation:

- Development and Implementation of an annual B-BBEE strategy based on the appropriate Codes of Good Practice;
- Ensure a minimum of a level 4 is achieved each year;
- Ensure SAMA is 100% compliant with the Employment Equity Act and the Employment Equity Plan is implemented and the report is submitted annually;
- Completion of an Annual Training Needs Analysis with all employees and development of an annual training plan to be implemented in all departments;
- Management of the training plan and implementation thereof;
- Submission of Mandatory and Discretionary Grants to appropriate SETA by deadlines as specified by them.

General HR & Operations:

- Management of the Human Resources Department and its employees;
- Plan, direct and co-ordinate work activities of direct reports to ensure that both the HR and operations department function optimally.

**Job Requirements:**

- B-Degree in Human Resource Management or Equivalent;
- At least 5 years HR management experience.

Knowledge, Skills, Training and Competencies Required:

- Knowledge of employment legislation (LRA, EEA, BCEA);
- Strategic human resource management;
- Working knowledge of best practice in all HR domains (recruitment, selection, assessments, performance management, IR, HR policies, reward and recognition etc);
- Budget control;
- Knowledge of payroll systems and procedures;
- Knowledge of people management system.

Term: Permanent

To apply: submit a detailed CV to careers@samedical.org, indicating clearly on the **subject line** for which position you are applying (i.e. Human Resources Manager).

Closing date: 30 April 2021

Should you not hear from us four weeks after the closing date please consider your application unsuccessful.