

**Address of Registered Office:**

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**Postal Address:**

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**RE-ADVERTISEMENT: REF NO: HRM/03/2021**

Ntinga O.R. Tambo Development Agency SOC Ltd, an Entity of O.R. Tambo District Municipality, is looking for suitably qualified and experienced candidate to fill the following position:

**1. HUMAN CAPITAL MANAGER**

**NB: This post is re-advertised. Previous applicants may re-apply.**

**Salary Scale- Grade D3 Paterson Grading System**

- Manage employment relations and maintain uninterrupted entity operations;
- Manage the development, update and implementation of all HR policies and procedures;
- Direct the management of the skills development, training and employment equity implementation and organisational design;
- Direct and oversee wellness programs and activities designed to improve employee health and well-being;
- Direct and coordinate career development, succession planning and talent management needs in conjunction with line management;
- Own and manage the implementation of Individual Performance Management;
- Manage the development and implementation of talent attraction and retention management strategies in order to ensure that the entity is positioned as 'employer of choice';
- Direct the design and implementation of Human Capital administration and Benefits; and
- Direct the Human Capital team to ensure delivery of the approved HR policies across the whole Entity and report on the implementation thereof.

**Post Requirements:**

**Minimum Educational Qualifications required:**

- An appropriate degree or equivalent qualification in Human Resource Management, Industrial Psychology or other related Social Science;
- Certificate in Labour Law or equivalent will be an added advantage

*Ntinga O.R. Tambo Development Agency SOC Ltd: A Municipal Entity of the O.R. Tambo District Municipality (Reg. 2016/272582/30)*

*Directors: Ms. U.N. Mkize; Dr. L.L. Ndabeni; Ms. N.S.N. Bam; Dr. N.T. Ndudane;  
Ms. N.D.A. Ngewu; Mr. M.M. Pupuma; Mr L. Mbiko (Acting CEO)*

- 5 year's relevant experience in Human Resource Management (ideally as a generalist), three of which should be a Supervisory/Management level.
- Proven knowledge of and experience in Labour Relations

Please forward your application, CV, certified ID copy, certified copy of qualifications and driver's license to: **The Head: Corporate Services** - Ntinga O.R. Tambo Development Agency **P.O. Box 1134 Mthatha, 5099**, or email to [recruitment@ntinga.org.za](mailto:recruitment@ntinga.org.za)

**Ntinga O.R. Tambo Development Agency, SOC Ltd is an equal opportunity employer, people with disabilities and women are encouraged to apply.** The Board reserves the right not to continue with the interviews and appointment if it feels no suitable candidate could be found

**If you do not hear from us within 30 days after the closing date, you may regard your application as unsuccessful.**

**Enquiries can be directed to Ms O. Gangatha at 047 495 0522.**

**Closing date: 15 November 2021 at 16H00.**

Yours faithfully



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**MR L. MBIKO**  
**ACTING CHIEF EXECUTIVE OFFICER**