

Address of Registered Office:

Old Government Printers
No.5 Textile Road
Vulindlela Heights
Mihatha
5100

Postal Address:

P.O Box 1134
Mihatha, 5100



Tel : +27 (0) 47 531 0346

Fax: +27 (0)47 531 4121

E-Mail : info@ntinga.org.za

Website : www.ntinga.org.za

External Advertisement: Ref No: HRM/11/2020

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 X1

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 post-graduate qualification or equivalent in Human Resource Management, Industrial Psychology or other related Social Science; and
- Certificate in Labour Law or equivalent
- 5 year's relevant experience in Human Resource Management (ideally as a Generalist).
- Proven knowledge and experience in Labour Relations

Ntinga O.R. Tambo Development Agency SOC Ltd: A Municipal Entity of the O.R. Tambo District Municipality (Reg. 2016/272582/30)
Directors: Mr. S.E. Mose (Chairperson); Prof. L.Y. Majova-Songca; Ms. U.N. Mkize; Mr. M. Msiwa; Dr. L.L. Ndabeni; Ms. N.S.N. Bam; Dr. N.T. Ndhlane;
Ms. N.D.A. Ngewu; Mr. M.M. Pupuma; Mr. P.K. Pongwana (CEO)
Company Secretary: Ms. C. Mfana

Please forward your application, CV, certified ID copy, certified copy of qualifications and driver's license to: **The HR Officer -Ntinga O.R. Tambo Development Agency P.O. Box 1134 Mthatha, 5099.**

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.Gangata at 047 495 0522.

Closing date: 03rd /12/2020 at 16H00.

Yours faithfully



**P.K. PONGWANA
CHIEF EXECUTIVE OFFICER**