



MANAGER: HUMAN RESOURCES AND CORPORATE SERVICES

Applications are invited from suitably qualified, competent and experienced candidates for the position of the Manager: Human Resources and Corporate Services of the Media Development and Diversity Agency to provide financial leadership in realising its developmental mandate in a dynamic, diverse and ever changing industry.

MDDA is a statutory development agency for promoting and ensuring media development and diversity, set up as a partnership between the South African Government and major print and broadcasting companies to assist in (amongst others) developing community and small commercial media in South Africa, in terms of the MDDA Act No 14 of 2002. This position is based in Parktown, Johannesburg.

JOB PROFILE	
JOB TITLE	Manager: Human Resources and Corporate Services
REPORTING TO	The CEO
PAY SCALE	Competitive and Negotiable
DURATION	Permanent
MAIN PURPOSE OF THE JOB	The job is responsible for directing and ensuring effective and efficient human resources and corporate services procedures, policies, strategy, and management for MDDA in order to attract and retain suitable qualified human resources to ensure the attainment of the set organizational mandate and Human Resource operational objectives.
No. of INCUMBENTS	1
LOCATION	Parktown, Johannesburg
MINIMUM EDUCATION	• B. Degree in Human Resources Management or related NQF level 7 degree • Post qualifications will be an added advantage.
KEY PERFORMANCE AREA	Work with the CEO on strategic visioning, design and develop strategic and operational plans for the human resources department. Manage the preparation of the MDDA's overall human resources strategies, policies, and plans. Report to the Executive and Board Committees on Human Resources Strategy and implementation thereof. Lead the Human Resources & Corporate Services team. Key performance Areas include: <ul style="list-style-type: none"> • Human Resources Strategy Development, Review, implementation • Team Management • Budget development, implementation, and control • Human resources governance, strategy development and implementation. • Payroll administration • Employee wellness • Stakeholder management (employees) • Human resource administration & management • Training and capacity building & employee development • Succession planning • Effective management of employee information, in line with the requirements of the Protection of Personal Information Act. • Compliance with all relevant legislation, and government prescripts related to human resources management and development in the public service, including the MDDA Act (2002). • Facilitate performance evaluation and induction of new employees • Monitor performance management and development systems. • Ensure an effective and efficient implementation of all human resources policies. • Employee relations • Advise to the CEO, Management and the Board on all human resources and corporate services related activities Knowledge management as well as contract management in so far as HR is concerned. • Plan, organise lead and control preparation and submission of an annual business plan for the unit as well as risk management.
MINIMUM EXPERIENCE REQUIREMENT	• 5-8 years of experience at a senior management level, or 12-15 years of experience in a Human Resources Generalist role • Human resources management policy development and implementation • Knowledge of the Employment Equity Act, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, and all applicable human resources legislation.
KEY COMPETENCIES	• Strong business acumen skills • Stakeholder focused • Strong analytical skills • Ability to communicate non-technical and technical information clearly • Strict adherence to HR policies and procedures manual and all relevant government legislation including basic conditions of employment, employment equity, skills development, and other laws • Integrity and ethics • A heightened level of emotional intelligence and control • Team building skills • Strong motivational skills • Leadership skills • Meet deadlines • Strong report writing skills • Project Management • Presentation Skills • Strategic capability
PLEASE NOTE	The shortlisted candidates will be subjected to competency assessments and verification of all their credentials. It is the responsibility of candidates with foreign qualifications to have them verified by South African Qualification Authority (SAQA) Kindly note that only shortlisted candidates will be contacted, and if you have not heard from us within three months after the closing date, regard your application as unsuccessful.
	The appointee will be required to sign an employment contract and an annual performance agreement. Preference will be given to candidates whose appointments will promote employment equity within the MDDA. To apply for this position, interested applicants are required to forward a comprehensive CV together with a covering letter stating reasons for being the candidate of choice and include three traceable references to recruitment@mdda.org.za
CLOSING DATE: 20 September 2021	