

Maternal, Adolescent & Child Health Institute (MatCH) is a non-profit organisation supporting public sector health services. MatCH implements donor funded projects to improve HIV and TB outcomes through providing technical assistance and direct service delivery support.

**MatCH Institute NPC has an excellent opportunity for the following staff to join their team based in eThekweni district, KwaZulu-Natal**

### **Human Resource Manager x 2 – (Ref:96)**

#### **Main purpose of the jobs**

The incumbents will lead the provision of a full range of HR services to the MatCH Institute management and staff, including:

- Ensuring that all MatCH transactional HR requirements are met effectively and efficiently;
- Utilise the Talent processes to lead the recruitment agenda;
- Implement MatCH remuneration policies, and accountable for Payroll input
- Drive planning, processes and budget to ensure all MatCH staff are developed fully and performance assessed effectively
- Bring insights (including Employee and Industrial Relations) to bear on all people related issues
- Provide input into the HR strategy of the organisation

NB: the division of roles between the two jobs will depend on the skills and experience of those recruited

#### **Location**

Durban, eThekweni

#### **Key performance areas**

- Oversee recruitment process, liaising regularly with all hiring managers on organisational needs
- Remuneration Management - provide advice to executive management on salary related matters. Advise employees regarding benefits and remuneration (including package structuring). Manage all administration relating to staff benefits.
- Implement payroll, effectively and timeously
- Oversee Industrial Relations
- Monitor and address legal compliance issues to ensure that the organisation is compliant with local and national laws; Health & Safety including management of IOD and WCA claims, etc
- Be the custodian of all HR policies and procedures, revising regularly in line with market practice and within funder parameters
- Maintain data accuracy, staff department records and reporting
- Setup and manage probation and performance evaluation processes
- Maintain and revise the organisation's handbook on policies and procedures
- Collaborate with the business to create a high-performance culture by implementing team and organisation design solutions, providing measurable performance indicators and improvement plans.
- Implement organizational development plans initiated by MatCH leadership
- Implement and coordinate change initiatives to support enhanced organisational effectiveness within the business, including regular measurement.
- Develop a comprehensive training plan and budget to address skills development needs across the organisation, as well as robust Onboarding and induction processes.
- Ensure compliance with statutory Skills legislation and reporting requirements.
- Effective management of all HR staff.

#### **Required minimum education and training**

- Minimum relevant Post Graduate degree in HR or related field.
- Driver's license

**Minimum work experience**

- 5 years Generalist HR management experience; and
- 5 years' experience in functional HR areas preferably Talent, Learning and Development, Compensation and Benefits
- Prior experience of having managed an HR team
- Payroll knowledge would be advantageous

**Desirable additional education, work experience and personal abilities**

- Excellent interpersonal skills, including interaction with senior management
- A demonstrable track record of HR delivery within an organisation
- Good knowledge of key HR processes, roles and responsibilities across the entire HR lifecycle
- Keen understanding of SA Labour legislation
- Excellent attention to detail
- High Bias for action
- Budgeting and budget management
- Performance Management
- Project management
- Clear and concise verbal and written communication
- Analytical skills
- Conflict management
- Coaching

**Please note that this vacancy is a Permanent Position.**

Interested parties should clearly state the reference number of the vacancy you are applying for and forward your detailed CV and copies of the required certificates and registrations to: [recruitment@match.org.za](mailto:recruitment@match.org.za)

**The closing date for all applications is 31 January 2020.**

MatCH Institute reserves the right not to make an appointment. Please consider your application unsuccessful if you have not been contacted within 14 days of the closing date.