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| **Job Title** | **MANAGER – HUMAN RESOURCES AND ADMINISTRATION** |
| **Division** | **HUMAN RESOURCES AND ADMINISTRATION** |
| **Location** | **Head Office – 22 Upper Hadfield Street, Durban Backlands, Georgetown** |
| **Salary Band** | **Six (6)** |
| **Objective** | To provide administrative leadership, direction, and support to the Human Resources and Administrative Division on all Human Resource and Administrative matters to ensure strict adherence to policies and procedures and to advise Managers and staff accordingly.  |
| **Main Responsibilities** | 1. Develops and implements human resources training policies and procedures that support the achievement of the Commission’s business goals (as defined in the Business Plan).

 1. Collaborate with each Division to develop and maintain the organizational structure and job description.
2. Implements objective and transparent procedures for recruitment, promotion assessment and other personnel related issues.
3. Provides advice and guidance to Divisional Managers on human resources related issues regarding performances and management.
4. Develops and implements a performance appraisal system with tools for all employees, which links individual performance with the Commission’s goals and objectives and which feeds directly into a personal development/training programme.
5. Maintains a competitive remuneration package and a reward and recognition strategy for staff of the Commission taking into account the Commission’s financial position.
6. Prepares the Strategic Human Resource Development Plan, work plans and budgets for the Division.
7. Oversees clerical/administrative, transport, security, facilities maintenance and general support to all other Division of the Commission
8. Manages all contracts for goods and services to the Commission.
9. Establishes links with educational and training institutes to help develop training courses that meet the needs of the Commission.
10. Oversees the management and security of the Commission’s assets.
11. Prepares monthly reports.
12. Oversees research of employee benefit, health and safety practices and recommends changes or modifications to existing policies as is necessary.
13. Performs other work-related duties that may be assigned by the Commissioner/CEO
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| Working and reporting relationships | Reports to:* Commissioner/CEO

Working relationships (internal):* Manager, Land Administration Division
* Manager, Surveys Division
* Manger, Land Information and Mapping Division
* Manager, Information Systems Division
* Manager, Finance Division
* Corporate Secretary/Legal Officer
* Other Senior Officers within the GL&SC

Working relationships (external)* Contractors providing general services.
* Applicants for Commission posts.
* Other contractors providing technical services (contract administration).
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| **Job Specifications** | **Qualifications:** Master’s Degree in Public Administration, Business Administration, Human Resource Management or other relevant, recognised and acceptable qualification.**Experience and Knowledge:** At least five (5) years experience in the areas of Management and Human Resources, three (3) of which should be at a Senior Management Level. Strong organizational, interpersonal, communication, analytical and problem – solving skills. The ability to maintain current knowledge of developments related to business matters, particularly legislative changes and developments as they affect the Commission, and new management techniques and practices. **Computer Experience:** Must be capable of performing tasks using the following software:-* Microsoft Word
* Microsoft Excel
* Microsoft Project

**Skills and Abilities:****Verbal Reasoning** to produce and interpret complex reports **Numerical Reasoning** to analyse data**Problem – Solving** to quickly and effectively resolve queries **Team Work** to ensure effective cover and completion of tasks **Verbal Communication** to facilitate resolution of queries**Determination** to achieve deadlines and problem resolution**Integrity** to ensure honesty and transparency in all mattersThe ability to gather, analyse and evaluate facts and to prepare and present concise oral and written reports**Personal Characteristics:**He/She must respect confidentiality and must be a person of the utmost integrity. |