Robben Island Museum (RIM) is seeking to recruit a Senior Manager: Human Resources to lead the Human Resources Department. The Senior Manager: HR will be responsible for all Human Resources matters across the company from recruitment to performance reviews, policies and procedures, wage reviews, disciplinary action, learning and development. The incumbent shall ensure effective and optimal implementation of the Human Resources Strategy in a cost effectively manner. To perform well in this function, the Senior Manager: HR should have a relevant qualification and extensive experience as a HR Manager, or other senior roles in the HR team, including knowledge around all legal requirements in this role. This Senior Manager: HR shall report to the Chief Operations Officer.

Responsibilities:

- Manage the recruitment process of RIM, including maintaining smooth on boarding processes, as well as ensuring compliance with relevant legislation, policies and regulations on recruitment;
- Implement staff development and talent management strategies to continually improve staff competency/leadership capacity and performance in line with RIM values and value proposition;
- Provide Human Resources Best Practices with guidance and support as it relates to maintaining a sound Employee Relations climate in line with the organisation’s employee relations philosophy;
- Ensure compliance and adherence with relevant Labour legislation, internal HR Policies and Procedures across the institution (e.g., Employment Equity Act, B-BBEE Act, etc.), including the audit and reporting requirements;
- Provide RIM with accurate reporting as it relates to key HR metrics that will augment the business goals and drive organisational effectiveness;
- Set, monitor and manage the implementation of a Human Resources Strategy in support of the overall RIM Strategy.
- Manage and coordinate Performance Management system across the institution, including resolving conflicts through positive and professional mediation;
- Undertake administrative duties for the Human Resources Department and associated functional units and service providers;
- Maintaining and reporting on workplace health and safety compliance in terms of relevant laws;
- Handling workplace investigations, disciplinary and termination procedures relating to RIM employee in terms of the Code of Conduct and related Labour Laws;
- Oversee the implementation of employee engagement, employee relations, learning, development, and wellness strategies in line with company policies and procedures;
- Mitigate HR related risks (operational, reputational and strategic).

Minimum requirements:

- Minimum NQF 7;
- Post Graduate Degree in Human Resource Management or Industrial Psychology,
- MBA is advantageous,
- 8 – 10 years’ experience in Human Capital Management in particular HR strategy design and talent management,
- learning and development and organisational transformation;
- At least 5 years’ senior management experience would also be advantageous;
- competency in Microsoft applications including Word, Excel, and Outlook.

RIM is an EE, AA, employer, RIM reserves the right the right not to make an appointment if suitable candidate are not found. Forward a detailed cv, accompanied by certified copies your ID and qualification certificates as well as contactable referees, to recruitment@robben-island.org.za or by no later than 13 December 2019. Note : If you do not hear from us within 30 days, please consider your application unsuccessful. Please note your attachment should not exceed 10MB.