

HEAD: CORPORATE SERVICES

Applications are invited for the position of **Head: Corporate Services** based at Westville. The successful applicant will be reporting to the Chief Executive Officer. This position is a 3 year fixed term contract renewable on satisfactory performance.

PURPOSE OF THE JOB

To support and/or partner with MKI management in managing Human Resources services, facilities, IT and general administration.

NO.	KEY PERFORMANCE AREAS	OBJECTIVES/OUTPUTS
1	Human Resources Administration	<ul style="list-style-type: none"> • Manage company payroll and ensure compliance with applicable policies and procedures • Manage the implementation of competitive, fair and equitable remuneration and benefits policy • Ensure that all leave is being actioned appropriately. • Oversee and manage all the employee benefits for the company. • Provide the relevant monthly and annual Exco reporting and analysis. • Compile and submit annual Workplace Skills Plans and Annual Training Reports to SETA. • Compile and submit all annual Employment Equity reporting • Establishes and leads the standard recruiting and hiring practices and procedures necessary to recruit and hire a superior workforce. • Manage recruitment, selection and appointment of staff; • Manage Induction processes. • Monitoring the compliance to Recruitment, Selection and Placement Policies.
2	Human Resources Development	<ul style="list-style-type: none"> • Ensure that all performance management systems are managed and aligned to best practice including Individual Developmental Plans (IDPs). • Oversee the management of all training plans in the business and align to SETA required information. • Maintains employee training records. • Develop relevant and effective induction programs and conduct induction training for new starters.

3	Employee Relations	<ul style="list-style-type: none"> • Formulates, review and recommends Human Resources policies and Procedures for the company on any topic associated with employee relations and employee rights. • Communicate and educate staff and management on Human Resources policies, procedures, programs, and applicable labour laws. • Conducts investigations when employee complaints or concerns are brought forth. • Monitors and advises managers and supervisors regarding disciplinary code and procedure. • Participate in the CCMA processes in defence of the Institute. • Monitors the implementation of a performance improvement initiatives / processes with non-performing employees. • Monitors the compliance with Occupational Health and Safety Act.
4	Information Communication Technology	<ul style="list-style-type: none"> • Manage the provision of information technology infrastructure • Manage the availability of both hardware and software • Manage maintenance and availability of information technology related hard and software • Manage the availability of proper ERP systems / platforms.
5	Facilities Management	<ul style="list-style-type: none"> • Manage maintenance of office facilities; • Manage reception and switchboard facilities; • Manage proper upkeep of MKI property • Manage office security and other related requirements • Manage the supply of printing services
6	Board Sub-Committee on HR Management	<ul style="list-style-type: none"> • Discuss the draft agendas for the Committee's meetings with the CEO prior submission to the Chairperson and Secretariat. • Discuss the agenda and the papers for the Committee's meetings with the Chairperson prior to meetings. • Ensuring that the Committee meeting papers meet the standard approved format for board/committee meeting papers and that the content is relevant to the strategic mandate of the Committee and generally devoid of unnecessary details. • Assist with review of draft minutes of the meetings prior circulation to the Committee. • Attending the Committee's meetings as an invitee. • Determining the attendees for the meeting in consultation with the Chairperson of the Committee and the CEO. • Assisting the Secretary in any follow up needed to resolve matters arising from the previous meeting(s) of the Committee of MKI would act as the Secretary of the Committee.

REQUIRED MINIMUM EDUCATION

- Degree / National Diploma in HR Management

REQUIRED MINIMUM WORK EXPERIENCE

- 4 – 5 year HR Management related experience
- Must have a good understanding of Labour Legislation – LRA, EE Act, BCEA, SDA
- Knowledge of implementation of Policies and Procedures
- Must be computer literate – MS Office, PASTEL PAYROLL and HR (preferable)
- Strong benefit administration capability will be important and systems orientation, with attention to detail.
- The successful candidate will be willing to work independently and take initiatives
- Flexibility is required at this level as work activities extend beyond office hours.

SKILLS AND COMPETENCIES

- Strong analysis and attention to detail
- Conceptual and big picture thinking
- Drive and results orientation
- Ethical behavior
- Building relationships
- Problem solving
- Influencing and negotiation skills
- Excellent written and verbal communication
- Business insight
- Planning and organization
- Monitoring and measuring
- Developing of people

MKI is offering competitive and attractive salary package. Interested applicants are requested to send detailed CV's to Noluthando Sabelo via email (Noluthando.Sabelo@moseskotane.com) before close of business Friday, 30 September 2016.

EMPLOYMENT STATEMENT

This position will be filled in line with the Employment Equity Act objectives and therefore candidates from designated group are encouraged to apply.