



## ELECTRICAL MACHINES

<b>Job Title:</b>	Human Capital Manager	<b>Department:</b>	Human Capital
<b>Reports to:</b>	Senior General Manager		

No.	Key Results Areas	Key Performance Indicators
1.	Recruiting and Staffing	<ul style="list-style-type: none"> <li>• Assist management with recruitment, selection and placement of new employees.</li> <li>• Draft employment contracts.</li> <li>• Determine terms and conditions of employment.</li> <li>• Ensure completion of engagement documentation by new employees.</li> <li>• Ensure that staff requisition documentation are authorised.</li> </ul>
2.	Training and Development	<ul style="list-style-type: none"> <li>• Establish and maintain Skills Development Committee.</li> <li>• Arrange, organise and co-ordinate training.</li> <li>• Assist with training needs assessment.</li> <li>• Prepare annual training documents as per MERSETA rules (Annual Training Report, Workplace Skills Plan and Discretionary Grant).</li> <li>• Development and Review Educational/Training Documentation in accordance with MERSETA and Dept of Higher Education.</li> <li>• Assess and Coach learners at their place of work, according to the MERSETA requirements.</li> <li>• Manage apprentice training and evaluations in accordance to QCTO and MERSETA requirements.</li> <li>• Liaise and communicate with relevant skills development, training and trade test authorities.</li> <li>• Monitor Apprentice Logbooks as per training schedule.</li> <li>• Liaise with MERSETA, via training centre, for submission of Trade test dates and applications.</li> <li>• Liaise with relevant Departmental managers for Apprentice training.</li> <li>• Attend meetings/road shows on behalf of Management with the relevant MERSETA stake holders.</li> <li>• Liaise with MERSETA for contracts submissions and cancellations.</li> </ul>
3.	Employment Equity	<ul style="list-style-type: none"> <li>• Prepare annual EE reports as per government legislation.</li> </ul>

		<ul style="list-style-type: none"> <li>• Monitor movement of AA target in line with plans submitted to DOL.</li> <li>• Establish and maintain an effective employment equity committee.</li> </ul>
4.	Industrial Relations / Employee Relations	<ul style="list-style-type: none"> <li>• Advise management on disciplinary procedure.</li> <li>• Attend monthly management/union meetings.</li> <li>• Facilitate company/employee communication, via IR meetings, etc.</li> <li>• Ensure the correct application of the Main Agreement.</li> <li>• Manage conflict.</li> <li>• Represent the business in Conciliation and Arbitration hearings.</li> </ul>
5.	Development of Human Capital Policies and Documentation	<ul style="list-style-type: none"> <li>• Develop and maintain Human Capital policies and documentation.</li> </ul>
6.	Health and Safety	<ul style="list-style-type: none"> <li>• Liaise with OHS Manager to ensure company compliance with Health and Safety Act regulations.</li> <li>• Ensure safe workplace.</li> </ul>
7.	General Administration	<p>Ensure that the department is effective on the following matters:</p> <ul style="list-style-type: none"> <li>• Wages and Salaries.</li> <li>• Pension/Provident fund.</li> <li>• Medical aid.</li> <li>• Employee leave records.</li> </ul>
8.	Confidentiality	<ul style="list-style-type: none"> <li>• Maintain strict confidentiality at all times</li> </ul>
9.	Policy and Ethics	<ul style="list-style-type: none"> <li>• Ensure that all personnel comply with group policies and ethical guidelines in dealing with HC issues.</li> </ul>
10.	Legal Compliance	<ul style="list-style-type: none"> <li>• Ensure compliance with all laws, in particular the OHS Act and Labour Law.</li> </ul>
11.	BBBEE	<ul style="list-style-type: none"> <li>• Responsibility for ensuring that necessary documentation relevant for BBBEE accreditations is in place at all times.</li> <li>• Must get management to institute corrective actions.</li> </ul>
12.	Performance Management	<ul style="list-style-type: none"> <li>• Responsible for co-ordinating the performance management process within the division and the development plans.</li> </ul>
13.	Advisory Services	<ul style="list-style-type: none"> <li>• Acting on an advisory capacity to management on all aspects of HC Management.</li> </ul>