

**POSITION NUMBER** : 60066975  
**JOB TITLE AND LEVEL** : SENIOR HUMAN RESOURCES MANAGER (D5)  
**REPORTS TO** : CHIEF HUMAN RESOURCES OFFICER  
**LOCATION** : HEAD OFFICE - PRETORIA  
**POSITION STATUS** : PERMANENT

#### Purpose of the Job

The Senior HR Manager is responsible for the effective management and execution of the HR Operations function and embedding effective best practice HR Business Partnering strategies in line with Postbank's business objectives.

#### Job Responsibilities

- Formulate an HR operations strategy and operating model in support of Postbank's medium- and long-term strategic plans.
- Responsible for the operationalising Postbank HR strategies, framework, standards, and policies.
- Manage and monitor the implementation of key strategic people programmes and projects emanating from cross-functional business strategies.
- Review the effectiveness and relevance of the HR operations agenda and delivery in view of business dynamics and recommend value-adding approaches to respond to business needs.
- Design and implement a future proof and service first approach, utilising technologies for smooth and effective first-line people operations support for the people operations team to have a stronger drive on value add/human-centric support.
- Partner and collaborate with other HR heads of department to deliver on common people projects or needs.
- Lead, capacitate and build team capabilities to enable effective delivery or operational people services.
- Manage the headcount movement, report, and advise on appropriate measures to mitigate related risks identified.
- Drive the application of the Performance Management policy, standards, and principles in collaboration with centre of excellence.
- Operationalise talent management and associated interventions and engage in robust engagements with Line Managers on talent management, risks and plans for future skills supply in the context of the business roadmap.
- Collaborate with the Talent Management team to support recruitment.
- Support the successful implementation of key projects and initiatives and report on the progress against key HR performance indicators
- Manage the accurate and timely administration and delivery of operational transactional of the employee life cycle whilst ensuring data integrity.
- Manage the budget of responsibility area, tracking expenditure against budget and improve efficiencies. Ensure prior and timeous approval of deviations by functional executive head.
- Org structure management to ensure department is well capacitated and structure appropriately maintained.
- Lead and manage the performance of the team within responsibility area.
- Drive team engagement and accountability across the regions for best-in-class HR services.
- Provide required training and development to staff for optimal performance.
- Drive productivity and efficiency in the HR Operations.
- Build strategic relationships through improved stakeholder management and engagement ensuring consistent consultations with line, employees, and where relevant, external stakeholders.
- Risk Management - Responsibility to oversee, evaluate, monitor and mitigate risks. Provide assurance of HR practices in line with HR best practices and governance requirements.

## Qualifications and Experience

- Bachelor's degree (NQF 7) in Human Resources Management or related fields. Honours' degree in Human Resources (NQF 8) or related field will be advantageous.

### Experience:

- Minimum of 8 year of HR generalist experience, preferably within a financial services environment or large corporate.
- Minimum 3 years on managerial level.

### Knowledge and understanding of:

- Understanding of the relevant legislation such as the Labour Relations Act, Basic Conditions of Employment, POPIA
- Computer literate on an intermediate level or above - MS Office (Word, Excel)
- HR Data Analysis
- Report Writing
- Strategy development and planning
- Commercial awareness
- Business Process enhancement
- Change Management
- Project management (principles, practices, techniques and tools)
- Organisational development, management techniques and good business practices
- Financial Management
- Value Chain Management

## Skills and attributes

- Conflict resolution and/or mediation skills, influencing and negotiation skills, understands and processes complex information and exercises sound judgment. Advanced verbal and written communication, presentation and selling skills. Ability to identify a problem, develop possible solution paths, and taking the appropriate course of action. Decision making skills. Change management. Planning, coordination & implementation skills. The ability to build or maintain relationships or networks with internal and external stakeholders.
- Emotional intelligence and maturity. Business Acumen. Business Intelligence/Organisational awareness. Adaptability to change. Effective Communication. Learning Agility. Initiative, creativity, and Innovation. Critical Thinking. Cross Cultural Awareness and sensitivity. Knowledge Management. Managing and developing others. Relationship Building. Resilience. Strategic Thinking. Customer and Client Orientation. Ability to handle ambiguity. Visionary and forward-thinking mind-set. Hands-on-approach to work. Pro-active. Team player, Positive influencer.

## How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to [RecruitmentSN@Postbank.co.za](mailto:RecruitmentSN@Postbank.co.za) Please indicate in the subject line the position you are applying for. To view the full position specification, log on to [www.Postbank.co.za](http://www.Postbank.co.za) and click on Careers.

## Closing Date

**8<sup>th</sup> November 2024**

## Disclaimers

The South African Postbank SOC Limited is committed to the achievement and maintenance of diversity and equity in employment, especially with regard to race, gender and disability. In compliance with the bank's employment equity plans, first preference will be given to candidates from designated groups. Correspondence will be limited to short listed candidates only.

If you do not hear from the South African Postbank SOC Limited or its Agent within 3 months of this advertisement, please accept that your application has been unsuccessful. The South African Postbank SOC Limited reserves the right not to fill the positions or to re-advertise the positions at any time.

POPIA provides that everyone has the right to privacy and it includes a right to protection against the unlawful collection, retention, dissemination and use of personal information. By applying for employment, you consent to the processing of

your personal information with Postbank. Your personal information and any attached text or documentation are retained by Postbank for a period in accordance with relevant data legislation.

