



### **INTERNAL/EXTERNAL ADVERT**

The Office of the Pension Funds Adjudicator (OPFA) is established in terms of section 30B of the Pension Funds Act, 24 of 1956. Our mandate is to dispose of pension fund complaints lodged in terms of the Act in a procedurally fair, economical, and expeditious manner.

**Position** : **HR Manager (X1)**  
**Position status** : **Permanent**  
**Position location** : **Pretoria, Ashlea Gardens**

#### **Qualifications and Experience**

- A relevant Bachelors' degree in HR or social science degree and postgraduate qualification in HR/IR.
- At least 8 years of HR Generalist experience, including 5 years at management level.
- Experience in financial services will be an added advantage.
- Experience and in-depth knowledge in relevant HR Legislation (BCEA, LRA, EEA, PFMA, etc.).
- Experience in HR Information Systems Management. Practical experience in Sage 300 systems will be an added advantage.
- HR policy development and implementation especially Talent Management, Succession planning and Remuneration and Rewards.
- Computer literacy (MS Office Suite).

#### **Minimum Requirements and Key Competencies:**

- Optimal balance between strategic and operational HR management.
- Proven people management skills.
- Ability to engage stakeholders at all levels.
- Effective written and verbal communication.
- Effective interpersonal skills.

- Approachable professional with good presentation skills.
- Good planning, organising and delegation skills.
- Project management capabilities.
- Ability to maintain a high level of accuracy and attention to detail.
- Good analytical and advanced report writing skills.

**Responsibilities:**

- Develop strategic and operational HR plans in alignment with the OPFA's organisational mandate.
- Manage and support the business in succession planning, organisation culture development, talent management and remuneration and rewards.
- Manage the end-to-end recruitment and onboarding processes and ensure that talent acquisition strategies and policies are aligned to OPFA's resourcing needs.
- Manage and organize all staff training requirements and the delivery thereof.
- Develop and ensure delivery of the Workplace Skills Plan and Annual Training Reports.
- Drive performance outcomes and compliance.
- Manage and support the business in implementing performance management policies and procedures.
- Effective planning and implementation of HR projects.
- Facilitate organizational transformation and change management initiatives.
- Manage internal employee communication.
- Manage the OPFA's Employee Health and Wellness Program (EHWP).
- Draft reports and make presentations to governance committees including, but not limited to MANCO, Remuneration and HR Committee and Social and Ethics Committee.
- Develop and ensure compliance to employment equity related legislation, strategies, and plans.
- Establish and maintain an integrated internal control system and ensure compliance to policies.
- Monitor compliance to all Human Resources related legislation.
- Ensure effective HR records management and manage all HR related audit requirements.
- Facilitate the management and promotion of fair and sound labour relations.
- Conduct and coordinate remuneration benchmark exercises.

- Liaise with all relevant stakeholders to ensure quality outcomes for HR and the business.
- Provide required updates on all employee benefits available to OPFA staff.

**Remuneration:** OPFA offers market related remuneration commensurate to the successful candidate's skills and experience.

**Interested persons may submit applications, inclusive of academic qualifications and CV to [careers@pfa.org.za](mailto:careers@pfa.org.za). Closing date for applications is 19 May 2023.**

**The OPFA reserves the right not to make an appointment. If you do not receive any response within 2 weeks of the closing date, please accept that your application has been unsuccessful. Regret correspondence will only be sent to interviewed candidates.**

**The OPFA is an equal opportunity employer and as such, preference will be given to candidates from the designated groups in line with the organisation's employment equity plan. Persons living with disability are encouraged to apply.**

**By completing your details and submitting your application, you consent to OPFA processing your personal information.**