



## POSITION ADVERTISEMENT: EXECUTIVE HEAD – HUMAN RESOURCES (HR)

This advert is for internal and external candidates.

**Closing date for applications: 14 March 2025**

KTVR seeks to employ a seasoned, ethical and inspiring Executive Head of Human Resources to provide strategic leadership in Human Capital Effectiveness for the company and be accountable for designing and implementing people practices that drive a high-performance culture in the organisation.

***Preference will be given to suitably qualified applicants who are members of the designated groups in line with the Employment Equity Plan and Targets of KTVR Bus Service***

Candidates interested in applying for this position must submit their CVs', certified copies of their qualifications, together with the covering letter to: **ehhr@ktvr.co.za**.

It is the responsibility of applicants to ensure that **KTVR Bus Service** has received the application before the closing date of the advertisement.

**Note:** *if you have not been contacted within 30 days of the closing date of this advertisement, please consider your application unsuccessful.*

Any questions regarding the application or recruitment process must be sent in writing to **Ms Lerato Phume e-mail: leratop@ktvr.co.za**

## COMPANY PROFILE

KTVR Bus Service is a company established by Ekurhuleni Taxi Industry for the purpose of providing and operating the Bus Rapid Transit (BRT) services which is known as the "Harambee" system for Phase 1A in Ekurhuleni.

GENERIC INFORMATION OF THE POSITION	
1. JOB TITLE	Executive Head - Human Resource
2. REPORTING LINE	Chief Executive Officer
3. LOCATION / CENTRE	KTVR Head Office, Kempton Park
4. SALARY SCALE	CTC R1 300 000.00 to R1 500 000.00
5. START DATE	As soon as possible
6. Employment type	5-year contract

## JOB DETAILS

### Primary Purpose of Job

- To ensure HR plan alignment with implementation of corporate plan and strategy.
- This role will be engaged in providing generalist HR support across a varied spectrum of subject matters from HR strategy, advice and change management solutions, supporting the introduction of the basic foundations required to make the HR function operational, visible and relevant.
- To provide support to the Human Resources department in implementing people processes, improving HR processes, practices and systems on HR life cycle activities.

**POSITION REQUIREMENTS**

**Qualifications**

- Minimum 3-year bachelor’s degree qualification in Human Resources or related field
- The candidate must ideally have a post graduate qualification.
- The candidate must ideally be registered with the SABPP

**Inherent Requirements of the Job**

- Valid driver’s license
- Travel when required by the business

**Experience**

- Min 10 years’ experience with at least 5 years in a management role.
- Detailed knowledge of labour legislation
- Labour relations management & dispute resolution
- Leadership and people management
- Computer literacy, experience in using HR and Payroll software and systems
- Knowledge in the Transport Industry will be an added advantage
- Knowledge of the National Land Transport Act, 2009 as amended will be an added advantage

**KEY PERFORMANCE AREAS AND OUTPUTS**

Key Performance Areas	Outputs
<p><b>1. Implement strategic HR Framework</b></p>	<ul style="list-style-type: none"> <li>• Align HR plan with the implementation of corporate plan and strategy.</li> <li>• Identify and implement key strategic HR drivers in support of the corporate plan and strategy.</li> <li>• Ensure that Human Resources are planned for and timeously provided.</li> <li>• Develop, align and implement talent management strategies in line with strategic objectives</li> <li>• Provide leadership and strategic support on Human Resources matters relating to talent management</li> <li>• Develop and implement effective talent acquisition strategies</li> <li>• Facilitate the development, review, enhancement and implementation of the Change Management Framework</li> <li>• Ensure understanding and support of Organisational Development</li> <li>• Develop a competent HR team and enable a service culture</li> </ul>

Key Performance Areas	Outputs
<p><b>2. Ensure overall management of HR function</b></p>	<ul style="list-style-type: none"> <li>• To ensure compliance with all relevant labour legislation</li> <li>• Ensure that employee relations are maintained within the organisation.</li> <li>• Ensure that HR records are accurately maintained (data integrity)</li> <li>• Ensure the implementation of employee benefits, remuneration policies and programs.</li> <li>• Manage the implementation of SLAs between HR and the business.</li> <li>• Ensure fit for purpose policy development, documentation and implementation.</li> <li>• Oversee employment law practices and general compliance in respect of BCEA; SDA, OHSA; EEA; LRA.</li> <li>• Oversee overall employee safety, welfare, wellness and health</li> </ul>
<p><b>3. Human Resource Management Information System</b></p>	<ul style="list-style-type: none"> <li>• Maintain an appropriate information system for the organisation</li> <li>• Ensure the provision of analytical reports for the business</li> <li>• Evaluate new system designs to be implemented</li> <li>• Review current HR technology and recommend more effective software</li> </ul>
<p><b>4. Manage employee performance systems within the organisation.</b></p>	<ul style="list-style-type: none"> <li>• Ensure that training and development interventions are aligned to the organisation's balanced score card and contribute to the attainment of its overall objectives and goals.</li> <li>• Ensure the implementation of a company-wide competence model.</li> <li>• Manage the development and implementation of integrated performance management process to Facilitate a high-performance culture</li> <li>• Oversee the development, approval and implementation of HRD and Leadership Development programmes</li> </ul>
<p><b>5. To ensure implementation of best demonstrated HR practices.</b></p>	<ul style="list-style-type: none"> <li>• Identify and implement best practice trends within the KTVR bus service</li> <li>• Establish/ensure membership of best practice forum with like industries or similar organisations.</li> <li>• Conduct research and analysis in ensuring high quality and standard application of HR solutions.</li> <li>• Continuous industry and international benchmarking on HR processes.</li> <li>• Define criteria for HR norm compliance</li> </ul>

Key Performance Areas	Outputs
<b>6. Organisational development and change enablement</b>	<ul style="list-style-type: none"> <li>• Integration of organisational vision and values in support of organisational objectives</li> <li>• Actively promote the assimilation of organisational effectiveness and change management competencies in the various divisions through education, partnership and consultation</li> <li>• Facilitate, support and consult on endeavours to engender organisational values in the company and creation of a unique organisational culture</li> <li>• Change leadership and transition efforts facilitated across the organisation.</li> <li>• Diagnostic tools, i.e. employee survey, performance review, and HR metrics employed to support effective organisational decision making related to human resources.</li> <li>• Collaborate across the Human Resources functions to ensure convergence in purpose and execution of organisational effectiveness and change</li> </ul>
<b>7. People Management</b>	<ul style="list-style-type: none"> <li>• Ensure the development of a high-performing team through embedding formal Performance Development and informally coaching management team on how to conduct the process effectively.</li> <li>• Determine and analyse training and development needs for managers and ensure they do the same for their teams.</li> <li>• Determine and analyse training and development needs for managers and ensure they do the same for their teams. Ensure that identified training is budgeted for and executed.</li> <li>• Establish and maintain a succession plan for the management team in the area using the formal Talent Management process for identified talent and an information process for remaining roles.</li> <li>• Ensure that managers create effective workforce plans and recruitment demands plans for their areas.</li> <li>• Address poor performance of any team member through the formal Performance Improvement process.</li> <li>• Pursue own development to increase personal effectiveness, acknowledging strengths and areas of development.</li> </ul>
<b>8. Financial Management</b>	<ul style="list-style-type: none"> <li>• Ensure that HR budget is spent cost-effectively</li> <li>• Ensure adherence to budgets and corrective action where required</li> <li>• Continuously align HR budget and expenditure with strategic outlook of business</li> <li>• Provide guidance, direction and support to management and staff on HR budget allocations and usage</li> <li>• Monitor and manage the talent management budget.</li> </ul>