

## Job Specification Human Capital Manager

<b>Job title</b>	Human Capital Manager
<b>Department</b>	Human Capital
<b>Location</b>	KTVR Head Office
<b>Reporting to</b>	Executive Head: Human Capital
<b>Direct reports</b>	Payroll Administrator, Human Capital Officer, Senior Employee Relations Officer and Training Officer
<b>Contract</b>	Permanent
<b>TCE</b>	R773 905.00 – R967 381.00

### **Purpose:**

The HC Manager is responsible for providing leadership across all HC and payroll functions. This includes ensuring payroll accuracy, statutory compliance, adherence to company policies, collective agreements, optimization of HC and payroll systems. The role further ensures HC governance, employee engagement, talent development, and alignment of HC strategies with organizational objectives.

### **Key Responsibilities:**

#### **A. Payroll Management and Compliance**

- Ensure accurate and timely processing of payroll in alignment with company policies, collective agreements and statutory requirements.
- Oversee reconciliation of payroll data with HC and Finance system before processing and payment.
- Manage payroll journals and ensure seamless integration with the accounting system.
- Maintain and enhance payroll systems, including updates, maintenance and backups.
- Ensure accurate calculation and processing of leave pay, acting allowances, overtime and public holiday payments.
- Lead payroll projects such as automation initiatives, digital pay slips, and payroll system upgrades.
- Maintain accurate and auditable payroll records.
- Provide payroll reports, costing and reconciliation for budgeting and management purposes.
- Support internal and external audits by ensuring availability of accurate payroll records and reconciliations.
- Manage payroll-related provisions (e.g. leave and bonuses) and support Finance with month-end and year-end reporting.
- Prepare monthly payroll cost summaries by department / cost center and a variety of ad hoc analytical reports.
- Conduct periodic salary surveys and prepare annual salary budgets.
- Maintain employee benefit programs and recommend enhancements to management based on trends and organizational needs.

## **B. Statutory and Legislative Compliance**

- Ensure compliance with SARS, UIF, COIDA. Pension Funds, SDL and other relevant legislation.
- Oversee accurate and timely submission of EMP201, EMP501 and all other statutory reports.
- Stay abreast of Labour law, HC best practices, and tax legislation affecting payroll, advise senior management accordingly.
- Ensure compliance with all employment laws and collective agreements.
- Oversee Employment Equity and Skills development compliance and reporting.

## **C. HC Operations and strategic support**

- Collaborate with the Executive Head: HC to develop and implement HC strategies that enhance organizational performance.
- Lead HC policy development, review, implementation, and continuous improvement.
- Ensure up to date HC policies, procedures and compliance with labour legislation.
- Conduct regular HC audits and risk assessments to ensure organizational compliance.
- Manage vendor relationships and service level agreements.
- Oversee HC/payroll systems management and optimization.
- Maintain employee records and HC systems in accordance with legislative requirements.

## **D. Employee Relations, Engagement and Culture**

- Supervise the Senior Employee Relations Officer to ensure effective ER case management, dispute resolution, and representation at hearings and collective bargaining forums.
- Drive employee engagement initiatives and promote a positive organizational culture.
- Provide HC and payroll-related advisory support to line managers and employees.
- Conduct and analyze exit interviews and recommend interventions to improve organizational climate.

## **E. Talent Management, Learning and Development**

- Assess training needs and coordinate learning and development initiatives.
- Support leadership with succession planning and career development programmes.
- Manage the performance review process, including salary reviews.
- Maintain effective onboarding programmes to ensure smooth integration of new employees.

## **F. Leadership and People Management**

- Supervise payroll staff, HC Officer, Senior Employee Relations Officer and Training Officer.
- Ensure continuous upskilling, performance management and professional development of the team.
- Build a successful and high-performing HC and payroll team through strong leadership, mentoring and coaching.
- Promote knowledge sharing and effective teamwork across the department.

## **Minimum Requirements:**

- Honors degree in Human Resources, Industrial Psychology or related field.
- At least 10 years' experience in an HC generalist environment with a minimum of 5 years at a senior level within a medium-to-large organization.
- Extensive experience in payroll administration, statutory compliance, HC systems management and payroll-finance integration.
- Sage 300 accreditation or equivalent payroll system certification (advantageous)
- Postgraduate qualification (e.g. master's degree) would be advantageous.
- Demonstrated experience across all HC functional areas.

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### **Knowledge skills and competencies:**

#### **Technical Knowledge**

- Strong expertise in payroll administration and reconciliation.
- In-depth understanding of statutory compliance requirements (SARS, UIF, COIDA, SDL. etc.)
- Advance proficiency with Sage 300, managed cloud services, and other HC/payroll systems.
- Ability to extract, analyze and develop complex reports from the HC/payroll system.
- Knowledge of HC best practices and labour legislation.

#### **Leadership and interpersonal skills**

- Strong team leadership and team building skills.
- Ability to operate at both strategic and operational level.
- Excellent communication, negotiating and problem-solving skills.
- Ability to manage competing priorities in a high-pressure environment.

#### **Analytical and strategic skills**

- Strategic thinker with strong decision-making capability.
- Strong analytical ability to produce accurate reports, costing and reconciliations.
- Ability to drive system optimization, automation and continuous improvement initiatives.

#### **Personal Attributes**

- High integrity, confidentiality and sound judgement.
- Result oriented and committed to service excellence.
- Strong attention to detail and accuracy.
- Proactive, adaptable and innovative.