



Manager: Talent Acquisition, HRMIS and Admin

Ref No. RTMC/HRMIS/2021

Package: Negotiable

Purpose: The Manager: Talent Acquisition, HRMIS and Admin is responsible for the management of HR information and the development of HR Benefits, Administration processes. The incumbent in this role acts as an interface between HR and the RTMC client's needs. Specifically, the incumbent must ensure the existence and implementation of Talent Acquisition and Remuneration systems and plans aligned with RTMC's future needs and plans. The incumbent will ensure the implementation of effective HR operations policies and procedures regarding employee benefits and compensation.

Requirements: Matric •Bachelors' Degree in Human •Resource Development (NQF Level 7) or equivalent •Relevant postgraduate degree at NQF level 8 (Advantageous) •8 years' experience in Human Resource Management of which 4 years in a Supervisory role

The successful candidate must have the following attributes and competencies:

- Quality focus •Confidentiality •Integrity •Service Orientation • Commitment • Loyalty
- Responsibility •Compassion •Efficiency •Patience •Punctuality •Accessibility • Professionalism
- Positive attitude •Flexibility •Adaptability •Initiative.

Duties: Identify HRMIS best practices through benchmarking against other businesses •Identify, design and ensure the development and implementation of a HR Management Information System that is integrated with other HR systems and processes •Ensure that the HRMIS system is updated on a daily basis •Ensure that the data in the HRMIS system is used to inform various HR policies, processes and procedures •Assist with the development and ensure the implementation of remuneration policies and procedures •Develop and manage the implementation of the remuneration catalogue •Manage all Corporate and Remuneration Governance (King III & IV advisory) related work •Design and develop incentive schemes, financial models and respective remuneration related policies for different departments



- Ensure compliance with all Third-Party Service provider requirements, policies and procedures
- Assist with the development and ensure the implementation of the approved policy on Employee benefits and conditions of employment
- Manage the implementation of the compensation and benefit administration plan, policies, guidelines and practices in line with legislation and HR and the Corporation's strategy
- Manage the administration of employee leave and approve the leave applications thereof
- Manage the recruitment process and life cycle
- Assist with the development and ensure the implementation of the approved RTMC's recruitment and selection strategy
- Develop, manage and ensure the implementation of the recruitment program
- Ensure that the recruitment plan is written in detail, specifying number of staff compliment per designation, timeframes and EE requirements
- Determine and agree on recruitment principles with the Talent Acquisition Officers and Line Managers
- Ensure that appropriate talent is identified and sourced for current / available open roles within the Corporation
- Ensure the identification of future talent needs and proactively recruit and source potential employees
- Provide recruitment counsel and guidance to the Talent Acquisition Officers and line managers with hiring and employment.

To apply please submit a letter of application (no prescribed template), accompanied by a recent Curriculum Vitae as well as certified copies of qualifications, identity document and driving license. **Applications must be forwarded via email to: rtmc@miltonresourcing.co.za.** Candidates are requested to clearly indicate the reference number for the position they are applying for on the email. Candidates should also note that detailed information on the jobs is available on the RTMC website under vacancies.

NB: Persons with disabilities are encouraged to apply

Closing date is the 25 March 2021, and no late applications will be accepted.

The RTMC reserves the right not to make an appointment. Due to the large number of applications we envisage receiving, applications will not be acknowledged. If you have not received any response from us within 3 months, please consider your application unsuccessful.

Enquiries: Ms. N Thobela (012) 999 5200



A proud initiative of
The Department of Transport



Board of Directors: Mr Z Majavu CD(SA) (Chairman), Ms P Manqele, Ms T Mdlulwa, Mr T Kgomo, Prof. M Mphahlele, Ms T Thankge, Dr E Thebe, Adv. J Makgatho*
Chief Executive Officer: Advocate MS Msibi
Company Secretary: Ms S Petse
 *Departmental Representative

A handwritten signature in black ink, appearing to be 'Adv. J Makgatho'.