



The position is situated in Bloemfontein.

## HUMAN RESOURCE MANAGER

**Salary package: R378 456 per annum  
(excluding benefits) (Ref. 02/10)**

**Job purpose:** To render efficient and effective Human Resource Management Administration and Support Services to the Free State Tourism Authority.

**Key responsibilities:**

- Oversee effective HR administration with regard to organisational development and design, training and development, recruitment, selection and retention
- Monitor compliance to all relevant public sector regulatory and legislative frameworks on people management
- Manage and safeguard FSTA employee/personnel records
- Ensure a supportive environment that will secure safety of employees in the workplace
- Liaise, co-ordinate and manage relevant projects
- Provide advice and guidelines on policy matters applicable to the support functions of the organisation
- Implement HR legislation, advisory roll towards management on Labour matters (BCEA, EEA, LRA, SLDA and SDA) and payroll administration
- Develop and implement the Performance and Management System in the organisation.

**Essential requirements:**

- Relevant degree or equivalent qualification, coupled with at least 3 years' relevant experience in Human Resources of which 2 must have been in a middle management/supervisory position
- Knowledge of applicable Human Resource prescripts
- Sound knowledge of the VIP payroll system and computer literacy
- Valid driver's licence.

**Recommendations:**

- Knowledge of relevant legislative frameworks with regard to Corporate Services, ie Human Resource, Finance, Logistic Auxiliary Services, Supply Chain Management
- Financial management skills
- Good communication, presentation, facilitation and report-writing skills
- Ability to interpret and apply policies.

**A covering letter, comprehensive CV and originally certified copies of qualifications should be sent to: The Chief Financial Officer, Free State Tourism Authority, Private Bag X20805, Bloemfontein 9300 or handed in at 1st Floor, MTN House, 169 Nelson Mandela Drive. Faxed and e-mailed applications will not be accepted.**

**Closing date:** 12 February 2010.

**Enquiries:** Mr Tumelo Baleni, Chief Financial Officer, tel. (051) 411-4300/04.

*Applicants are respectfully informed that if no notification of appointment is received within 1 month of the closing date, they must consider their applications unsuccessful.*