

## **VACANCY NOTICE**

### **PEOPLE & ORGANISATIONAL DEVELOPMENT SPECIALIST**

#### **JOB PROFILE**

As a member of the executive team, this role will be key in the delivery of the overall strategy through the people processes. The HR & Talent Manager will have a proven track record of managing an organisation through a major change process, as well as designing innovative, flexible and forward looking systems and processes aimed at attracting, retaining and developing talent. This person will need to demonstrate a high level of emotional intelligence and maturity and the ability to collaborate with all stakeholders to ensure people related projects are successfully implemented. The successful candidate will have the ability to see the 'big picture' and be naturally solution oriented, understanding how to navigate a complex, matrix structure within a global organisation. This person will need to effectively balance the focus on day to day operational responsibilities and future oriented projects. This person will need to demonstrate an understanding of how to mitigate and manage risk associated with non-compliance with legislation, policy and procedure and at the same time, look for opportunities to drive innovation in terms of establishing a new culture and ways of working.

#### **KEY RESULT AREAS**

1. Strategy & Planning – contribution to overall strategy as well as the people strategy
2. Talent Management
3. Change Management
4. Employee Life Cycle management
5. Management of Policy & Procedure Framework
6. Management of contracts, payroll and benefits
7. Compliance

The successful candidate will have the capacity to:

- Develop and/or co-develop the required best practice, systems and procedures to achieve organisational goals;
- Translate organisation plans into functional plans and tactics;
- Manage complex assignments and projects that require high levels of integration and extensive knowledge and skills concerned with workplace management and professional issues;
- Exercise effective judgment, decision making and willingness to work simultaneously on a wide range of tasks and projects;

- Have comprehensive experience with human resource and talent management and managing external service providers (payroll, benefits administration, recruitment, compensation, etc.);
- Demonstrate flexibility, willingness to listen and learn in the company of colleagues as well as internal and external stakeholders;
- Have excellent written and verbal English language communication skills;
- Keep all internal stakeholders updated and resolve queries quickly and effectively with a focus on building a culture of collaboration, communication and connection.

## **MINIMUM QUALIFICATIONS & EXPERIENCE**

- Relevant tertiary qualification
- A minimum of 10 years' experience in generalist HR (including hands on management of payroll and benefits) with at least 5 years at management level
- Experience in both a small organisation and a larger corporate environment, preferably a multi-national. Experience within the NGO sector would be an added advantage.
- Proven experience in effectively implementing people development strategies that are aligned to the organisational goals
- Experience in organisational and culture change effectively

For further information about OSF-SA, visit: [www.osf.org.za](http://www.osf.org.za)

Applications which do not meet the minimum criteria will not be considered.

Please forward your CV and cover letter to [fiona@i-resourcing.co.za](mailto:fiona@i-resourcing.co.za) who will be managing the response process for this opportunity.

The closing date for this position is Monday 12<sup>th</sup> April 2021.

*We are strengthened by the diversity of our colleagues across the Open Society Foundations. We welcome applications from people of all cultures, backgrounds, and experiences, and are committed to providing reasonable adjustments so that colleagues with disabilities are able to fulfil the essential functions of the job.*