

JOB DESCRIPTION

Position Title: General Manager Human Capital & Administration

Position Supervisor Title: Chief Executive Officer

Purpose of position

To develop and direct the implementation of best practice human resource strategies, policies and procedures which support a conducive work environment, compliance to corporate governance principles and labour legislation. The position holder will offer advice on areas of Organisational Development, Talent Management and Succession, Change Management, Employee Relations, Staff Welfare and other related functions. The incumbent will also direct general administrative services of the Authority, which include effective records management and supervision of the payroll process.

PRINCIPAL ACCOUNTABILITIES

Strategies and Policies

- Contribute to the formulation and development of the LEA corporate strategy utilising pertinent economic, policy and market research data and/or information
- Coordinate the development of policies and procedures that guide the Authority and ensure effective implementation of such policies and procedures

Organisation Development

- Direct and manage organizational reviews and design ensuring ideal organisation structures and staffing of the Authority
- Drive the organisational developmental systems and interventions that improve organisational efficiency, efficiency, optimise utilisation of staff and other resources, and promote high levels of employee engagement
- Coordinate and manage the development of job profiles of all positions in the authorised structure
- Give strategic guidance on continuous organisational performance improvement and change management initiatives
- Undertake research on change management interventions and recommends suitable transformation methodologies for building and sustaining high performance and achievement culture in the Authority
- Plans, directs, supervises, and coordinates work activities of subordinates and staff relating to employment, compensation, labour relations, and employee relations

Training, Talent Management and Succession

- Provide continuous advice and support to Senior Management on identified training needs. Coordinates the development of learning, training and development interventions to enhance staff potential
- Manage the design, delivery and evaluation of in-house competency development programmes to address identified needs and priorities of the Authority
- Design and recommend strategies for the identification, attraction, development and retention of talent to ensure that LEA has a consistent supply of key staff and senior executives then manages the implementation of these strategies
- Design, coordinate and evaluate leadership development programmes to ensure that managers are equipped with requisite competencies.

Stakeholder Management

- Develop and maintain strong relationships between the Authority and its external stakeholders to build and maintain awareness in guidelines of the Authority

HR Policies, Procedures and Processes

- Review, update and recommend the adoption of HR policies that will allow the company to recruit, retain and motivate competent staff, optimising returns on staff costs and compliance with labour legislation
- Develop Industrial Relations policies and practices and recommends the adoption of these policies as they promote positive relations between management and staff
- Oversee the development of effective human resource management processes which are aligned to the overall organisational strategy and standards
- Collaborate with Executive Committee members to provide leadership on fundamental corporate issues to encourage excellence and engagements at all levels of the Authority

Recruitment and Placement

- Lead the recruitment process ensuring that the Authority has the right talent that is qualified and competent to achieve its mandate
- Ensure adherence to organisational recruitment and administrative procedures by taking part in the selection of senior staff
- Employ staff within delegated limits
- Plan on-boarding programmes and conduct these programmes to ease new employees into their roles and foster positive attitude toward organizational objectives
- Oversee the development and maintenance of employment contracts
- Liaise with the legal section to ensure that employment contracts meet legal and policy requirements

Remuneration Management

- Recommend job evaluation systems and procedures and monitor the implementation of these systems
- Ensure accurate and timely grading of all established positions
- Review competitive remuneration structures and manage the implementation of the recommendations thereof
- Ensure the seamless operation of the Authority's payroll, ensuring correct payment of salaries, wages and benefits
- Guarantees that all amendments to payroll are appropriately authorised and recorded
- Monitor terms and conditions of employment in general and make recommendations to ensure that LEA's remuneration packages and employment terms remain competitive

Employee Relations and Welfare

- Give advice on disciplinary and grievance issues to line management and employees, ensuring timely resolution of issues and adherence to the Authority's policies, procedures and labour legislations.
- Encourage amicable and positive management of employee relations through leading the development of effective consultative and communication channels.

- Manage relations with the staff association and negotiate essential issues in the interest of LEA. This ensures protection of the Authority and its employee's interests.
- Lead the development of staff welfare, wellness and assistance programmes. Additionally ensure the implementation of these programmes promote a healthy productive workforce and work-life balance

Monitoring and Reporting

- Develop employee performance reports that include trends and analysis for presentation to executive management and board and advice on areas of improvement were necessary.

General

- Undertake other duties as directed by the CEO in support of the LEA mandate.

AUTHORITY AND POSITION DIMENSIONS

Financial

- Development and management of HR budgets
- Approval of expenditure on staffing, training and talent development within delegated limit

Resources and Assets

- Authorize capital expenditure on relevant equipment, programmes and of external resources
- Authorize the acquisition and disposal of assets

Human

- Evaluates staff performance and recommends performance based rewards
- Employs, disciplines and counsels staff in accordance with set HR policies and procedures.
- Apply LEA's HR policies and practices that ensure attraction, development and retention of talented staff
- Ensure that employees are suitably qualified, experienced, motivated and rewarded

Education and Training Qualifications

- Degree in Human Resource Management, Human Resource Development, Organizational Development, Industrial Relations, Industrial Psychology, BCOM Management,
- Public Administration or any other related fields
- A Master's Degree in the relevant field will be an added advantage

Relevant Experience

- At least eight to ten years working experience in HR management with a strong background in workforce planning and recruitment, organisational development, compensation, performance management and industrial relations, with at least three years at strategic and executive level.

Knowledge

- **Technical Know How:** Ability to plan and coordinate HR policies and processes and manage the budget according to organisational requirements. Knowledge of principles and procedures for recruitment and selection, training, compensation and benefits, labour relations and negotiation and personnel information systems.

- **Administration and Management:** Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modelling and coordination of people and resources.
- **Technological Awareness:** Solid knowledge and understanding of information and communications technologies with the ability to use such technologies effectively
- **Management of Human Resources:** Knowledge of how to motivate develop and direct people as they work, and the ability to identify the best people for the job
- **Law and Government:** Knowledge of Botswana's labour laws.
- **Psychology;** Knowledge of human behaviour, performance; individual differences in ability, personality, interests; learning and motivation

Competencies

- Transformational Leadership
- Partnership
- Self-Driven
- Botho
- Strategic thinking/Orientation
- Decisive and Assertive
- Influence and impact
- Self-Management
- Leadership - Accountability
- Developing and empowering others
- Change management
- Team leadership
- Integrity