

TERMS OF REFERENCE

Position Title: Human Resources Manager

Location: Cape Town

Remuneration: R35 000 – R40 000 (experience dependent)

Duration: One-year fixed-term contract with potential to renew

Start date: Immediately

Role summary: SouthSouthNorth is a non-profit organisation working on projects that promote sustainable development and address climate change. SouthSouthNorth has identified the need for increased capacity for our talent management. This Terms of Reference outlines the role identified for a Human Resources Manager to contribute to a people-positive work environment, which facilitates delivery on the programmes that SouthSouthNorth manages.

About SouthSouthNorth.

SouthSouthNorth (SSN) supports national and regional responses to climate change through policy and knowledge interventions, partnerships and deep collaboration. We do this by connecting people and information, enhancing capability and mobilising resources to respond innovatively to the challenges and opportunities that climate change presents. Being positioned in the Global South affords SSN a deeper understanding of, and connection to, the climate and development challenges facing the region. We enhance developing countries' access to climate information by brokering climate knowledge through formalised exchanges among various stakeholders. We assist decision makers in delivering climate compatible development by informing policy formulation and implementation. We bring good governance to management of donor funds, technical assistance and project management.

Full details of the projects that SSN currently implements are available at www.southsouthnorth.org.

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Physical Address: 55 Salt River Road, Salt River, Cape Town 7925, South Africa

Postal: P.O. Box 12842, Mill Street, Gardens, Cape Town 8010, South Africa

About the SouthSouthNorth Team

Our team encompasses a diverse range of experience and skills across climate change and development, including economics, finance, law, technology, stakeholder engagement, and knowledge and project management. Collectively we strive to be an innovative team, supporting each other's individual aspirations and initiatives. We aim to foster a positive, creative, productive and efficient work environment.

Roles and Responsibilities

The Human Resources Manager is responsible for all talent management related activities, including:

1. Recruitment and Selection:
 - Maintain up-to-date recruitment progress reports, talent database and all related staffing communication.
 - Process all recruitment requests in an effective and timely manner.
 - Develop and maintain an employee skills matrix
 - Work with the Directors to ensure that the required skills and expertise are appropriately identified and the correct applicants recruited to fulfil SSN's programme obligations and organisational goals
 - Refine and manage orientation programs for new team members and ensure that talent management policies and procedures are appropriately updated and presented to all team members
2. Talent Management Information System:
 - Monitor timely update of personnel records (personal details, position, salary, appraisal outcomes, leave records, training).
 - Liaise with directors and programme / hub leads to understand requirements for talent management development, and to ensure SSN directors and leads are fully informed of talent management objectives, purpose and achievements, and are updated on any new policies/procedures.
3. Performance Management:
 - Develop and implement an effective system of employee performance evaluation, and link the results of that process to salary review, performance targets, career development, training and, where appropriate, termination and replacement of employees.
 - In conjunction with the directors and associates assist to establish a similar process for the evaluation of Directors and Associates

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- Review employee bi-annual feedback and develop/amend any policies/procedure, if deemed necessary.
4. Compensation and Benefits:
- Assist the finance hub in payroll administration by providing input with respect to attendance, overtime, increment, special payments, etc.
 - Provide information to all employees regarding their entitlements.
5. Training and Development:
- Utilise and update policies and procedures for continuous identification of training needs for employees
 - Organize appropriate training programs for employees for long-term development
 - Follow up on all training activities and make suggestions for deployment to enhance team effectiveness.
6. Employee Relations
- Handle complaints, disputes and grievances of all employees.
 - Foster a conducive working environment through employee relations, activities and communication.
 - Conduct exit interviews with employees leaving SSN and provide feedback to the SSN directors and leads.
 - Maintain and enhance SSN welfare policy.
7. Policies and Operations
- Review the SSN Survival Guide and Talent Management Policy on a regular basis and update with any new policies and procedures as per the laws of South Africa, funders and SSN requirements. Communicate these updates to employees.
 - Maintain awareness and knowledge of latest talent management developments (including visa and work permit laws), and communicate to relevant employees.
8. Any other tasks that may be assigned.
9. Reporting
- The human resources manager reports to the general manager or in his/her absence to the directors.

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Skills and experience

Essential

- A minimum of 8 years relevant work experience encompassing the full spectrum of talent management
- Excellent interpersonal, verbal and written communication skills
- Analytical and critical thinking skills
- Relationship building capabilities, working collaboratively with the SSN Team
- Ethical approach to talent management
- Leadership competencies and strategic planning
- Desire and commitment to continuous talent management learning – receptive to new ideas
- Highly organised and efficient with the ability to work independently and as a team player
- Self-motivated, positive attitude and solutions-based work ethic
- Computer literacy in MS Office (Word, Excel, PowerPoint)
- An ethos of sustainability

Qualifications

- A postgraduate qualification (or equivalent experience) in a relevant degree or work environment

Application process

To apply, please complete the Google Form via the following link: <https://goo.gl/forms/8BjxnIU9Zxl9CUt93>

Applications will close at midnight on Sunday, 3 February 2019. No late applications will be permitted and we will contact shortlisted candidates by Monday 11 February 2019. If you are not contacted within this time period please consider your application unsuccessful. Unfortunately we are not able to offer feedback on any application made for this job posting. SouthSouthNorth reserves the right to not make an appointment.

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