

02 May 2024

The Public Investment Corporation SOC Limited (PIC) is an asset management firm, whose mandate is to make investments in various sectors of the economy on behalf of public sector entities. Amongst our clients are the Government Employees Pension Fund, the Unemployment Insurance Fund and the Compensation Fund. Over the years, we have grown to be amongst the top, large investment managers in South Africa and the rest of the African continent, with current assets under management at just over R2.6 trillion. At the centre of our growth is a team of self-driven professionals who are results-focused.

We are currently seeking applications from dynamic individuals for the following position:

- **Position:** Senior Human Capital Business Partner/Operational Support (Ref: SHRBP001)
- **Job Grade:** E1 – E5
- **Salary:** All-inclusive remuneration package negotiable
- **Centre:** Human Capital

Purpose of the role:

To lead and guide HC Business Partners and provide value HC services to management and employees including provision of operational support to the Head: Human Capital in the execution of strategic objectives.

Requirements:

- Grade 12
- Postgraduate qualification in Human Resources or Industrial Psychology or related
- 8 - 10 years of relevant exposure as a generalist with strong culture change experience and experience in financial services environment (preferably Asset Management) will be an added advantage
- Excellent and proven track record of HC Business Partnering and Operations Management
- Project Management Experience

Duties:

- Develop and implement HR Business partnering Strategies, manage implementation against agreed time frames, budget and reporting against agreed performance measures.
- Provide Operational support to Head Human Capital in the execution of Organization and HC Strategy, policies, procedures and initiatives
- Increase HC operational efficiency: Track and monitor implementation of newly developed SOP 's and new automated processes by utilizing technology to streamline HR processes, gather and interpret data, reduce manual work, and increase accuracy.
- Oversee HC Operations Administrative tasks and provide guidance and direction to HRBP's.
- Communication and Execution of HC projects supporting EVP.
- Advise business units on human capital management practices to effect high-performance culture.
- Lead and develop a team of HC Business Partners
- Guide and support HCBP's on ways to improve work relationships, build morale, and increase productivity and retention for their clients
- Lead and educate managers and junior staff about important HC procedures and SOPs
- Collaborate with the Organization effectiveness unit to support HCBP's on the implementation of high-performance management culture through an effective performance management system and integrated Talent Management.
- Manage compliance with employee remuneration and benefits offerings.
- Conduct market research and benchmarking activities to ensure human resources offerings in PIC remain relevant.
- Taking a proactive approach to risk management, ensuring risks and issues are identified, addressed, and reported.
- Analysing and reporting HC information to support benchmarking and the development of HC strategies and solutions. Ensuring that all internal and external reporting requirements are satisfied through the provision of management information and HR returns.
- Directing and supporting the HC Business Partners in their duties to support the delivery of the HC strategy

Competencies and skills:

- Human Resources – legislative requirements
- Human Resource Management experience
- Project Management experience
- Interpersonal Skills
- Business acumen
- Transformational disposition
- Results driven
- Strategic Thinking
- Decision Making
- Up to date Knowledge of Employment Legislation
- Well-versed with Microsoft Suite
- Have a strong focus on customer point-of-view and superior creative problem-solving abilities.
- Possesses extensive data analysis skills and should be eager to analyze and organize collected data with particular attention to detail and accuracy.
- Able to effectively collaborate with teams from other departments and facilitate regular interactions with senior management.
- Possess strong organisational skills and extraordinary written and oral communication skills along with solid presentation skills necessary for forming credible relationships with ease
- Possesses experience influencing and directing others.
- Can work independently and in a team while closely following through on both oral and written instructions.
- Show a ready-to-work approach with a practical mindset with a keen willingness to adapt to new HR digital tools and processes.
- Ability to multitask effectively

Our firm values diversity, excellence and is committed to the realisation of these across all operations and investment activities. If you are dynamic, resilient, agile, disciplined and willing to be part of a team that is focused on creating meaningful change, you are welcome to submit your application for this position.

Closing Date: 09 May 2024

*** Grade Range:** The grade range for this position is from E1 – E5, commensurate with applicable minimum requirements.

The PIC is an equal opportunities employer, aligning appointments with the PIC Employment Equity plan.

Please forward a copy of your comprehensive curriculum vitae to: recruitment5@pic.gov.za

Privacy Notice: By submitting your application, you consent to the PIC processing your personal information as per applicable laws and the PIC Privacy Policy available on the PIC website (www.pic.gov.za). You are free to withdraw your consent at any time, after which, the PIC may cease processing your application.