



Tuesday, 18 January 2022

## VACANCIES AT AFAP

### Human Resources Manager

**Job Title:** Human Resources Manager  
**Job Reference:** H2022-6687  
**Department:** Human Resources  
**Location:** Johannesburg, South Africa  
**Updated:** January 2022

#### JOB SUMMARY:

The African Fertilizer and Agribusiness Partnership (AFAP) is recruiting a Human Resource and Contracts Manager (HRCM) to assist with managing and leading the HR and Contracts function across all of AFAP. This role will function to ensure the continued support to the AFAP operational unit and overall strategic growth.

The HRCM will manage the day to day HR and Contracts function from the South Africa HQ office to ensure overall employee and overall contract management is followed. The role will strengthen the full operational cycle in relation to the AFAP administrative process in support of the HQ operations team.

*The following duties are intended to provide a representative summary of the major duties and responsibilities and **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

#### REPRESENTATIVE DUTIES:

##### Main Purpose:

- Ensuring HR strategy & key processes are well institutionalized and executed & providing full range of HR services by understanding, responding and proactively acting on insights, expectations, needs and requirements including contractors
- Managing every aspect of employee development and relations serving as an employee champion to ensure that processes and relationships are fair and equitable while utilizing key HR tools & processes to ensure all employees are fully engaged in and committed to the business growth
- Oversee all areas of consultant and service contracts, employee matters including performance reviews and recruitment, HR manual and department structure
- Oversee, manage and lead Employee performance reviews, KPI's, goal setting, staff trainings and compliance matters relating to HR and employment
- Demonstrating leadership & providing guidance to establish & maintain quality balance with business & developmental agendas of line managers & leaders.



- Providing coaching and feedback to the managers on execution of HR programs; evaluating effectiveness, reviewing and seeking improvements on the execution of the systems and processes

## ACCOUNTABILITIES

### **Executional Excellence in Core HR Processes & Continuous Improvement:**

- Contribute to establishment of HR policies, strategic initiatives and overall function
- Manage (establish, implement, maintain) core HR processes, plan and design annual HR agenda within areas of responsibility to support the Company's strategic objectives and to ensure consistency, standardization, and compliance in the AFAP core HR processes
- Execute systems, standards and coaching skills that link business strategy to team and individual performance objectives thereby driving a performance culture and maximizing employee potential
- Lead the performance management culture by ensuring adherence to all AFAP's employees
- Provide effective coaching, insights, and feedback to customer groups to influence appropriate & expected outcomes of key people processes.
- Quality execution of performance management processes, tools, and standards to ensure individual objectives are linked to the business goals, and employees get balanced & timely feedback they need to be successful and lead review process to ensure internal equity
- Implement, manage, monitor and evaluate key performance indicators across all individuals, teams, functions, and organizational boundaries against specific KPIs and to ensure internal equity and service delivery by all staff
- Update and management of HR manual, annual staffing, assessments, and selection tools and processes to ensure match the right people to the right jobs while meeting the business goals with diverse talent (e.g., assessment centers employment testing, interviewing, internal job posting, etc.)
- Ensure effective operating model and controls are in place, implementation and maintenance of audit requirements within areas of responsibility, align with Employee Relations.
- Manage employee relations within assigned business area. Are involved in the scheduling and management of the monthly Management Union meeting, and regular Employment Equity Forums. Actively manage a constructive union relationship.
- Provide hands-on, legal advice on international employment contracts in the HQ, and country offices including legal aspects of talent contracting, labour conditions, social security and payroll tax, employee benefits, international mobility, suspension and termination of employment relations etc
- Assist in solving questions under foreign/ international employment laws from HQ, and country offices
- Legal liaison for the organization to follow up on corporate legal matters and organizational rules such as related to contract management and other risk management reporting activities
- Lead and manage all contracting processes for service providers and consultants, ensuring budget approvals, system and tool development to streamline contracting process and management of any modifications, changes and closing of contracts.



### **Organizational Design & Capability Development:**

- Partnering with management, continuously assess current organizational structures & needs and identify required changes and new organizational architectures to drive improved business performance (e.g., reporting relationships, roles, business process, reorganization, incentives, etc.) including contractor and consultant management.
- Support functional leaders to design effective organizational structures, roles, and accountabilities that effectively support the current and future needs of the business
- Identify talent, create & manage inclusive & diverse talent pool and focus on future potential & bench strength for business growth and sustainability
- Provide direction and guidance to customer groups on all developmental HR initiatives including organizational design, resource planning, people development, employee relations concerns, manager quality, reward & recognition, etc.
- Support leaders in designing development and succession plans, and coach managers to ensure that talent is maximized, and ready to meet the current and future leadership needs of the business
- Overall contract management from identifying resources, management with budgets to complete and fully execute contracts.
- Analyze & define skill gaps & ensure delivery of various trainings/ developmental programs / tools to improve managerial & functional capabilities
- Anticipate trends & needs and deliver integrated & proactive tools and tactics to ensure HR strategic agenda execution
- Share & cascade best practices within channels
- Build functional HR capability through coaching, support, performance management and other development activities.

### **Effective, Active & Impressive Communication:**

- Develop communication channels and messages and secure line management ownership of these to ensure a two-way understanding of employee and business issues
- Provide a full service & high visibility to employees and coach managers on interpersonal, communication and management skills to improve manager quality & working conditions
- Actively communicate with staff to understand their needs, concerns and provide HR consultation to build harmonious employee relations within the organization.
- Serve as an employee advocate to foster a culture of openness, trust and inclusion (e.g., active listening tools, roundtables, employee meetings, open door policy, etc).
- Leverage awareness of people agenda across customer groups and improve understanding of the business strategy/initiatives and its potential impact on employees
- Identify, evaluate, and resolve human relations, employee morale, work performance, and organizational productivity concerns
- Ensure clear communication of the cultural, technical, and legal aspects of HR processes and tools for employees



## QUALIFICATIONS/REQUIREMENTS

### Key skills / requirements:

- University degree
- South African or ability to show authorization to work in South Africa
- Minimum 5 years experience
- In-depth knowledge in the generalist space of HR, Labour Laws, change management methodologies, and compensation and benefits
- NGO experience required
- Ability to interpret, write and review policies
- Report writing skills
- Attention to detail
- Data collection and interpretation
- Computer skills
- Communication skills
- Negotiations
- Persuasion skills
- Conflict resolution skills
- Able to travel at short notice
- Presentation and facilitation skills
- Experience in international employment law with multi-state compliance
- A hands-on personality, with a proactive approach
- The skills of a team player and a networker, which enables to maintain a good relationship with all your stakeholders

**Relocation Eligible:** Not Applicable

**Job Type:** Regular

## APPLICATION INFORMATION

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Qualified applicants are required to send a CV and a one-page cover letter to support their application along with salary requirements to [info@afap-partnership.org](mailto:info@afap-partnership.org).

The subject line for this post should read: **Human Resources Manager H2022-6687.**

The closing date for submission of applications is **11 February 2022.**

Only shortlisted candidates will be contacted.