



City of Johannesburg
Johannesburg Development Agency

No 3 Helen Joseph Street
The Bus Factory
Newtown
Johannesburg, 2000

PO Box 61877
Marshalltown
2107

Tel +27(0) 11 688 7851 (O)
Fax +27(0) 11 688 7899/63
E-mail: info@jda.org.za

EXCITING AND CHALLENGING POSITION

www.jda.org.za
www.joburg.org.za

The JDA is an agency of the City of Johannesburg which stimulates and supports area-based economic development initiatives throughout the Johannesburg metropolitan area in support of Joburg 2040. As development manager of these initiatives, JDA coordinates and manages capital investment and other programmes involving both public and private sector stakeholders. The following position is available for an achievement-oriented individual with initiative and a commitment to give substance to this vision.

HUMAN CAPITAL MANAGER D3 SALARY SCALE R1 069 930 – R1 604 895

Purpose of the position:

To develop the Human Capital capability and support the functional activities of Talent Management, Learning and Development and Organisational Development within the Johannesburg Development Agency. This includes the planning, development and implementation of all HR policies, procedures and practices relating to talent management, organisational development and learning and development.

Key Responsibilities:

Strategic Human Capital Leadership - Develop the Human Capital (HC) strategy in alignment with Corporate Services and organisational objectives. • Analyse internal and external socio-economic, political and technological factors and provide proactive HC plans. • Drive HC strategic direction, innovation and sustainable practices. • Lead the development of the organisation's employment value proposition. • Establish frameworks for HC governance, risk and compliance. • Determine an appropriate HC structure and monitor competence development. **Human Capital Optimisation** - Promote a culture of performance excellence and provide constructive feedback. • Create and monitor an environment supporting diversity management. • Lead and oversee change management initiatives. • Guide the implementation of skills development programs. • Monitor compliance to employee relations frameworks. • Promote health and wellness interventions that support a productive workplace. **Human Capital Planning** - Formulate and review Human Capital policies, code of conduct and procedures in line with legislation and best practice. • Safeguard HC documentation and ensure confidentiality. • Monitor adherence to the HC calendar and implementation timelines. **Talent Acquisition** - Manage recruitment, selection and placement processes. • Conduct annual organisational structure reviews and recommend adjustments. • Identify difficult-to-fill positions and build proactive talent pipelines. • Facilitate recruitment of senior positions. • Review and approve letters of appointment. • Oversee induction and onboarding processes. • Monitor turnaround times for placements. • Identify critical skills risks and implement mitigating strategies. • Manage terminations, exit interviews and report trends. • Guide managers on appointment and probation procedures. • Drive alignment to the Employment Equity plan. **Talent Management** - Build and promote a strong talent culture supported by a clear employment value proposition. • Identify strategically critical positions and future leadership capabilities. • Establish systems supporting talent attraction, retention, equity, succession, leadership development and high-potential identification. • Monitor and report on talent management indicators and outcomes. **Performance Management** - Manage job profile reviews. • Provide guidance to managers on performance management processes. • Monitor compliance to performance policies and procedures. • Maintain accurate performance records. • Manage annual performance reward processes and provide recommendations to EXCO. **Remuneration Planning & Management** - Implement and maintain job grading and remuneration systems. • Develop reward strategies aligned to legislation. • Oversee monthly payroll processes and conduct audits. • Keep abreast of taxation changes and payroll requirements. • Review PAYE reconciliation and year-end processes. • Recommend benefit changes supporting staff retention. • Facilitate communication and training on reward systems. **Risk & Financial Management** - Identify operational and strategic HR-related risks. • Prepare and manage the annual departmental budget. • Monitor expenditure and prepare variance reports. • Ensure procurement planning in line with supply chain requirements. • Manage departmental assets. **People Management** - Participate in recruitment of subordinates. • Develop performance contracts and conduct reviews. • Manage development plans, coaching and mentorship. • Address disciplinary matters and workplace conflict. • Manage time, work allocation and leave of subordinates. • Monitor compliance with organisational policies, ethics and codes of conduct.

Education and Experience:

- Matric/Grade12.
- Degree in Human Resource Management, Commerce Social Science, Industrial Psychology or similar (NQF Level 7)
- NQF Level 8 or higher will be advantageous
- Registration as an SDF and relevant Assessor.
- Minimum of 8 years' human resource management experience of which 3 years in local government
- Sound knowledge of HR legislation, HR best practices, HR systems, and HR procedures.
- MFMA Certification will have to be obtained within 18 months after appointment

Closing date: 12 Dec 2025

Building a better city

Directors

J Maputla (Chairperson) T Mathibe (CEO) S Mpakama (CFO) D Oliphant M Mokoena M Ntanga M Ramonyai V Hlongwa S Masiza T Nawane B Molelekeng N Veyi T Sibeko
T Msane (Company Secretary)
Registration Number: 2001/005101/07

Correspondence will be with short-listed candidates only. Should you not hear from us within 30 days of the closing date, please consider your application unsuccessful.

Johannesburg Development Agency is an equal opportunity employer

Please take note that only online applications will be considered. Please apply by using the following link below:

https://share-eu1.hsforms.com/1-3wpywvsR_ey5cCLgpgRywew554

This is a permanent employment contract. JDA offers a market-related salary commensurate with qualifications and experience. Correspondence will be with short-listed candidates only. Should you not hear from us within 30 days of the closing date, please consider your application unsuccessful.

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