



VACANCY

Manager - Human Resources



MAIN PURPOSE OF THE JOB:

The primary purpose of the job is to provide leadership in the human resources functions; which include recruitment and selection, payroll management, compensation and benefits, industrial relations and other related duties.

CONTRACT PERIOD: Two (2) Years

CORE DUTIES:

- Develops and implements HR strategies and initiatives aligned with the overall business strategy
- Manages, coordinates and provides leadership and administrative direction in the provision of human resources services.
- Advises on current and future human resources requirements for the organisation
- Develops Human Resources policies and procedures
- Interprets Human Resources Management policies and provides advice and guidance to both management and employees.
- Coordinates development and implementation of Human Resources plans and processes of recruitment and selection, industrial relations, compensation and benefits processes
- Facilitates development and management of the payroll system
- Applies HR metrics to inform Management's decision making

POSITION REQUIREMENTS QUALIFICATIONS:

- At least a Degree in Human Resources, Public Administration, Business Administration, Industrial/Organisational Psychology or any related Social Sciences field.
- A Masters' Degree in any relevant field will be an added advantage

EXPERIENCE:

- At least eight (8) years relevant post qualification experience of which four (4) should have been at a management level with detailed hands on experience in Botswana labour laws and an understanding of employment practices.
- Experience in a hospital setting will be an added advantage

COMPETENCIES:

- Drive for results
- Communication with impact
- Active listening and coordination
- Negotiation and persuasion
- Ability to collaborate across-departments
- Professionalism
- Critical thinking, judgment and decision making
- Complex problem solving
- Team leadership and initiative
- Empathetic and interpersonal relations

APPLICATIONS:

All applicants should submit the following documents:

- Certified copies of certificates
- At least three (3) recent (not more than 3 months old) work related references
Please include names and contact details of referees.
- Updated Curriculum Vitae
- Purpose Statement
- Certified copy of the National Identity Card/Passport (for non-citizen)

To apply follow the links below:

<https://skmth.jb.skillsmapafrica.com/>

Hand Delivered applications will not be accepted

CLOSING DATE: Saturday, 09 October 2021

To apply and find out more about this vacancy, please visit Sir Ktumile Masire Teaching Hospital Job portal and complete online application: <https://skmth.jb.skillsmapafrica.com>

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