KTVR | Vacancy advertisement

Job title	Manager: Human Resources
Department	Human Resources
Location	KTVR Head Office
Reporting to	Executive Head: Human Resources
Contract	5-year contract, performance-based
CTC	R773 905.00 - R967 381.00
Closing Date	**07 November 2026**

ROLE PURPOSE

Develop and implement the employee value proposition and HR operational plans aligned with the company-wide HR Strategy and KTVR Corporate Plan to meet the needs of the company's people.

KEY RESPONSIBILITIES

- Develop and implement HR policies, the employee value proposition and HR plans.
- Review and update job requirements and job descriptions for all positions.
- Strengthen staffing practices by establishing an onboarding programme, guiding managers on candidate selection, analysing exit interviews and recommending improvements.
- Prepare employees for their roles through structured induction and training programmes.
- Manage remuneration practices through periodic salary surveys, job evaluations, salary budgets and individual salary actions; recommend, plan and implement pay structure revisions.
- Equip managers to coach and discipline employees; coordinate management–employee meetings, hear and resolve grievances, and counsel employees and supervisors.
- Manage employee benefits programmes by assessing needs and trends, recommending benefits to management, overseeing claims processing, evaluating and awarding benefit contracts, and educating employees about their benefits.

- Ensure compliance with applicable HR legislation and statutory requirements; conduct investigations, maintain records, and represent the organisation in collective bargaining and dispute hearings.
- Guide managers by preparing, updating and recommending HR policies and procedures.
- Maintain current and historical HR records through an effective filing and retrieval system.
- Manage HR and payroll systems.
- Maintain up-to-date professional and technical knowledge through workshops, professional publications, networking and participation in professional societies.
- Coordinate HR operations by scheduling and assigning work and following up on results.
- Meet the company's talent needs through recruitment, selection, orientation and employee training.
- Support employee productivity through counselling, discipline, performance planning, monitoring and appraisal.
- Lead and manage a team of 7 HR staff members.
- Prepare periodic internal and statutory HR reports.

MINIMUM REQUIREMENTS

QUALIFICATIONS

- A tertiary HR qualification at NQF Level 7 or higher.
- A postgraduate degree in human resources management, industrial psychology or a related field will be advantageous.

EXPERIENCE AND SYSTEMS KNOWLEDGE

- 10 years' experience as an HR generalist, including payroll, of which five years must be in a senior role within a medium-to-large organisation.
- In-depth experience across all HR functional areas.
- Experience with SAGE 300 or VIP Premier is essential; superuser-level proficiency is preferred.

KNOWLEDGE AND SKILLS

- Team leadership and the ability to build a successful team.
- Ability to motivate people and communicate a compelling vision.
- Organisational knowledge and awareness.

- Knowledge management.
- Process excellence.
- Ethical behaviour, honesty, transparency and commitment to organisational values.
- Employee advocacy.
- Business insight.
- Ability to operate at both strategic and operational levels.
- Strategic thinking and decision-making.