



The AIDC Eastern Cape (AIDC-EC) a wholly owned company by ECDC, is the Province's institutional mechanism that is mandated to promote and facilitate the automotive industry growth and development by supporting the government's industrial policy and other strategic initiatives that will contribute towards the provincial economic growth. As a developmental institution, AIDC-EC has positioned itself to contribute to the growth of South African automotive industry; support government's automotive related objectives; contribute to the government and industry's goals of continuous growth and sustainable job creation; and support ECDC's macro development plan and consequently contribute to the provincial growth and development plans.

With the head office based in Gqeberha within the Nelson Mandela Bay economic hub and with a branch office in East London, AIDC-EC is working hard to establish a strong presence throughout the Eastern Cape Province. Considering the fast pace of globalisation and technology development, a challenging and rewarding opportunity has thus arisen for the following position:

### **HUMAN CAPITAL MANAGER (5 YEAR FIXED TERM CONTRACT)**

The **AIDC-EC** aims to recruit a **Human Capital Manager** on a fixed term contract basis. The successful candidate will report directly to the **Senior Manager: Human Capital**

#### **Purpose of Position:**

To implement and provide an effective and efficient Human Capital Management support to AIDC-EC Executive Management, Senior Management and Employees, deliver a wide range of HC activities and exceptional HC Services to ensure compliance with policies and fostering a positive workplace culture line with the Human Capital Strategy.

#### **KEY PERFORMANCE AREAS**

- Drive Human Capital strategies and initiatives aligned with the overall business strategy
- Effective management of talent acquisition and on boarding processes
- Manage and implement performance management processes, including performance contracting, performance reviews, feedback, and coaching
- Provide guidance and support to managers and employees on performance expectations, goal alignment, and performance improvement strategies.
- Collaborate with leadership to ensure Human Capital and CSI initiatives support the company's long-term goals and vision
- Collaborate with leadership to implement change management strategies and plans to facilitate smooth transitions during organisational changes
- Responsible for managing the administration relating to employee benefits and rewards systems
- Develop and enforce HR policies, procedures, and practices that align with legal requirements and organisational values
- Promote a positive organisational culture through culture building initiatives and company events
- Develop and implement employee engagement initiatives and wellness programs to foster a positive work environment, morale, and employee satisfaction.
- Ensure compliance with relevant employment laws, regulations, and labour standards



- Development and monitor the implementation of the Employment Equity Plan in accordance with relevant prescripts
- Oversee training and development programs to enhance employee skills and career growth
- Oversee employee relations matters in consultation with Legal and Compliance unit

### **SKILLS REQUIRED**

- Strong knowledge of Labour laws and regulations
- Proficiency in HR software, systems, and tools (Preferably VIP/Sage)
- Excellent communication skills (Both written and verbal)
- Planning and Co-ordination skills
- Problem Solving skills

### **PERSONAL ATTRIBUTES**

- Strong work ethic
- Ability to handle confidential information
- Have a strong sense of urgency
- Attention to detail
- Team player

### **QUALIFICATIONS & EXPERIENCE REQUIREMENTS**

Post graduate qualification, Degree in Human Resources Management is required. Minimum 3 - 5 years Human Resources Management experience is essential (Work experience within SOE environment would be an added advantage).

If you are interested in this position and have the relevant experience and expertise, please forward your comprehensive CV, certified copies of academic qualifications and certified copy of ID and contactable references to [recruitment@aidcec.co.za](mailto:recruitment@aidcec.co.za)

***Please note that correspondence and communication will only be conducted with short listed candidates and preference will be given to people with disabilities, women and previously disadvantaged individuals to promote Employment Equity within the company.***

**If you have not been contacted within eight weeks after the date of the advertisement, please regard your application as unsuccessful.**

**CLOSING DATE: 15<sup>th</sup> OCTOBER 2024**