



a world class African city

@CityofJoburgZA 
 @CityofJohannesburg 
 CityofJoburg 

HUMAN RESOURCE MANAGER

Department: Johannesburg Tourism Company (JTC)
Branch: Corporate Services
Designation: Human Resource Manager
Remuneration: R64 033.65 pm (basic salary, excluding benefits)
Location: Sandton

Minimum Requirements:

- Grade 12 /NQF level 4 plus Advanced Diploma/ Degree in Human Resources Management (HRM)\ Human Resource Development (HRD) or industrial Relations, Business Management in the Discipline in HRM at NQF Level 7;
- 10 years' experience in Training and Development or Human Resources management value chain either public or private sector, of which four (4) years must be at a managerial level;

Primary Function:

Implement and enhance HR Strategy, and to provide guidance to stakeholders regarding implementation thereof. Implementation and management of rewards and benefits initiatives to ensure that the practices are linked to the overall SABN strategy, in line with people proposition and to attract, reward and retain top talent. Assist in the establishment and introduction of talent management programme to identify high potentials (HiPo), develop career paths in consideration of key roles for succession planning and self- development

Key Performance Areas:

- Co-ordinates Managerial requirements associated with the Human Resources functionality;
- Manage specific sequences associated with the employment of personnel;
- Engagement/ On-boarding and Induction;
- Reward & Benefits and Organisation Management
- Collates and prepare qualitative and quantitative information for inclusion into specific statutory reports;
- Manage and Control procedures and processes associates with maintaining employment relations and industrial peace;
- Training and Development;
- Staff Retention;
- Employment equity & Transformation;
- Change Management;
- Performance development.
- Assist in provide guidance to business units regarding implementation overall organisational strategy;
- General Support functions;



a world class African city

@CityofJoburgZA 
 @CityofJohannesburg 
 CityofJoburg 

- Risk management;
- Data Management
-

Leading Competencies:

- Computer Literacy (Microsoft Word and Excel)
- Good communication Skills;
- Coordinating skills
- Presentation and facilitation skills

Core Competencies:

- Good knowledge of the following:
 - Formulation of Vision and Strategy;
 - HR Policies and process;
 - Public Service Environment;
 - Skills development Act/ Skills Development Levies Act;
 - Employment Equity Act;
 - Municipal Finance Management Act;
 - Municipal System Act;
 - Administration Procedures.

“All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender, and disability.”

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

<https://share-eu1.hsforms.com/1TBax7JvSSQ2IJEPBwmdOrgew554>

APPLY ONLINE VIA THIS LINK: www.joburg.org.za



a world class African city

@CityofJoburgZA 
@CityofJohannesburg 
CityofJoburg 

ENQUIRIES ONLY:

Contact Person: Thato Apols
Tel No: 068 235 9181

CLOSING DATE: WEDNESDAY, 27 AUGUST 2025

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation and
- Employment record verification,
- Criminal check, and
- Identity validation.