

## CAREER OPPORTUNITY

The Council for Scientific and Industrial Research (CSIR) is a leading scientific and technology research organisation, implementing projects throughout Africa and making a difference in people's lives.

### Senior Manager: Regulatory Compliance and Policy Development

#### About the job:

The CSIR has a vacancy for a **Senior Manager: Regulatory Compliance and Policy Development** who will be required to provide leadership to the organisation on regulatory and HR related corporate governance matters, ensuring compliance with national legislation and good corporate practices. The incumbent will consult with the leadership team to interpret the strategic needs of the organisation and develop and implement an appropriate policy framework to meet these needs. This position is based in Pretoria.

#### Key responsibilities:

- Develop CSIR's HR Regulatory and Policy Framework and related strategies ensuring regulatory compliance and alignment with the CSIR's evolving culture of innovation, healthy intellectual debate, professional growth, achievement and excellence within the CSIR;
- Develop HR policies and interventions, in view of the CSIR mandate, to support the achievement of organisational goals through the attraction, deployment, development, retention and transfer of talent;
- Coordinate the monitoring and evaluation of HR policies and standards through surveys and other means and produce comprehensive reports for leadership and various stakeholders on a regular basis;
- Develop strategies and plans that build credible employer/employee relations and enhance organisational cohesion;
- Monitor, analyse and report on trends in employment relations within the CSIR and, where necessary, recommend interventions in support of human capital management;
- Prepare periodic reports and presentations to organisational leadership and HR Leadership on the status of CSIR's compliance to regulations and international standards;
- Overall management of instances of non-compliance to organisational policies and regulations, including compliance with labour legislations, in line with delegated responsibilities;
- Take responsibility for developing of strategies, operational plans, reporting and establishment of necessary consultative structures in areas of transformation, employment equity and other statutory required initiatives;
- Oversee change management initiatives, including re-organisation and restructuring of operational units to ensure compliance with organisational policies, culture and values and the legal requirements;
- Engage CSIR leadership and staff regularly on policy and regulatory matters impacting on the organisation and advise on necessary interventions to support organisational compliance and performance;

- Consult with all stakeholders in developing and maintaining HR policies and procedures that supports organisation's operations and compliance initiatives;
- Manages internal and external audits and assessments and ensures that necessary response action plans are prepared and implemented.

### Qualifications, skills and experience:

- A Master's degree in human resource management, labour relations management, labour law or a related discipline with at least ten years' relevant experience as an HR generalist with extensive understanding of case work and advising on wide range of human resources related issues;
- Knowledge of regulations and national legislation in the field of HR such as BCEA, LRA, EE, Skills Development, etc.;
- Must be computer literate;
- Organisational awareness by demonstrating knowledge of policy, procedures and discipline;
- Strong knowledge of labour and national HRD policies;
- Project Management skills;
- Highly motivated, energetic self-starter who has ability to be proactive;
- A team player and inspirational leader;
- Ability to work well under pressure and act in a disciplined manner;
- Understanding and application of relevant legislative requirements;

Should you meet the above requirements, please email your CV to [jobapplications@csir.co.za](mailto:jobapplications@csir.co.za) with your name and surname, position title and reference number on the subject line, (e.g. **John Smith: Senior Manager: Regulatory Compliance and Policy Development: Reference No: 308061**).

**Closing date: 22 May 2017**

**PLEASE NOTE THAT FEEDBACK WILL BE GIVEN TO SHORTLISTED CANDIDATES ONLY.**

For more info, please contact the CSIR Recruitment Centre on **012 841 4774** or email us at [Recruitmentinfo@csir.co.za](mailto:Recruitmentinfo@csir.co.za)

*The CSIR is an equal opportunity employer. As such, it is committed to the Employment Equity Act of 1998. By applying for this position at the CSIR, the applicant understands, consents and agrees that the CSIR may solicit a credit and criminal report from a registered credit bureau and/or SAPS (in relation to positions that require trust and honesty and/or entail the handling of cash or finances) and may also verify the applicant's educational qualifications and employment history. **The CSIR reserves the right to remove the advertisement at any time before the stated closing date and it further reserves the right not to appoint if a suitable candidate is not identified.***