



in the footprints ...

NELSON MANDELA MUSEUM

Bunga Building, Owen Street, Mthatha, South Africa | P O Box 52808, Mthatha, 5100, South Africa
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Email: info@nelsonmandelamuseum.org.za | www.nelsonmandelamuseum.org.za



DEPARTMENT: Human Resources
VACANCY: HRM Manager
SALARY BAND: **R416 581 – R626 242**
REF NO: HR 8/2025

The Nelson Mandela Museum with four sites namely Bhunga Building, Nelson Mandela Youth and Heritage Centre in Qunu, OR Tambo Gardens of Remembrance and Ingquza Hill Memorial has dynamic and enviable opportunities to serve South Africa, as a steward of a living legacy, to share and learn the true story of Nelson Mandela in context, in ways that inspire and empower people.

The Museum invites applications from suitably qualified, committed, competent and experienced South Africans to serve as **MANAGER: HUMAN RESOURCES**.

This is an opportunity to help create a caring value driven heritage institution of knowledge and excellence.

Job Purpose

To oversee the provision of HRM services across the museum, and thereby leveraging the value Human Capital seeks to contribute in order to meet the museum's talent objectives.

Key Performance Areas:

1. Strategic HR Leadership

- **HR Strategy Development:** Demonstrates the ability to contribute effectively to the development and execution of a comprehensive HR strategy that aligns with departmental and organizational strategic objectives. Proficient in translating broad departmental strategies into actionable HR plans that support business goals.
- **Business Acumen:** Possesses a deep understanding of the business environment, enabling the integration of HR initiatives with business operations. Capable of designing HR tactics that align with and drive departmental success.

2. Stakeholder Engagement and Relationship Management

- **Stakeholder Collaboration:** Skilled in building, maintaining, and nurturing strong relationships with key stakeholders, ensuring that HR interventions are effectively aligned with business initiatives. Adept at providing strategic HR advice and assistance to departmental leadership.
- **Client-Centric HR Solutions:** Ability to design and implement tailored HR solutions that meet the specific needs of various departments, ensuring alignment with both HR and business objectives.

3. HR Operations and Compliance

- **Operational HR Management:** Experienced in managing and overseeing departmental HR operational plans, ensuring they are executed effectively to support overall business objectives.
- **Policy Development and Compliance:** Expertise in developing HR policies and procedures in consultation with executives, management, and organized labour. Ensures compliance with South African labour laws, industry regulations, and internal policies, reducing risk and maintaining organizational integrity.

4. Talent Management and Employee Lifecycle Oversight

- **Employee Lifecycle Management:** Demonstrates strong capability in managing all aspects of the employee lifecycle, from recruitment and onboarding to performance management and offboarding. Ensures HR solutions are effectively aligned with departmental needs, promoting employee engagement and retention.
- **Talent and Succession Planning:** Proficient in identifying talent gaps, developing succession plans, and implementing strategies that support employee growth and departmental continuity.

5. Risk Management and Employee Relations

- **HR Risk Management:** Expertise in identifying, assessing, and mitigating HR risks related to employee relations, corporate health, rewards and recognition, transformation, and talent management. Capable of managing complex issues such as dispute resolution, grievance handling, and incapacity processes.
- **Employee Relations:** Demonstrates the ability to foster a positive and productive work environment by managing employee relations effectively, ensuring compliance with relevant laws and promoting workplace harmony.

6. Reporting and Accountability

- **Performance Reporting:** Skilled in compiling and presenting detailed and accurate reports on HR activities, outcomes, and departmental performance to the HR-REMCO committee (Subcommittee of Council) and other governing bodies. Ensures transparency and accountability in HR operations.
- **Performance Management:** Proficient in the development and implementation of performance management systems that drive organizational excellence and employee performance, aligned with strategic objectives.

7. Training and Development

- **Learning and Development Leadership:** Identifies and addresses training needs within the organization, promoting continuous learning and development

opportunities for all employees. Capable of coordinating and implementing effective training programs that enhance employee skills and support organizational growth.

Key Knowledge & Skills

- Knowledge of South African Labour legislation (BCEA, EEA, SDA, OSHACT& LRA)
- Knowledge of talent management principles
- Knowledge of recruitment value chain
- Knowledge of job grading
- Knowledge of reward and recognition principles
- Knowledge of job description design
- Knowledge of performance management processes
- Knowledge of risk management principles
- In-depth knowledge of SAGE 300 People
- Knowledge of organisational design principles
- Work force and succession planning principles and systems
- Knowledge of Change management principles and practices

Competencies (Job Specific and Behavioural)

- Understanding of team dynamics
- Computer skills (Microsoft Word and Excel)
- Developed verbal and written communication skills
- Customer Service oriented
- Interviewing skills
- Internal consulting skills
- Report writing and presentation skills
- Conflict and diversity management
- Assertive, able to remain calm under pressure
- Self-motivated and energetic
- Team player, Leadership skills

Qualifications & Experience:

- A minimum of a Bachelor's degree in Human Resources Management, Industrial Organizational Psychology. Post graduate qualification Human Resources or Industrial and Organizational Psychology will be an added advantage.
- Must be Registered with Human Resources Professional body (e.g. South African Board of People Practices – **SABPP**)
- At least 5 years in HR experience in a medium size unionized organization with at least 3 years in a senior HR management role.
- Record of accomplishment in implementation of strategic HR solutions.
- Strong leadership and interpersonal skills.
- Excellent communication and problem-solving abilities.

Closing date: 06 June 2025 at 16h00

Interested individuals who meet the requirements should submit their CVs with certified copies of ID and certificates that are not older than three months under a covering letter clearly marked "REF: HR 8/2025 to:

**The Human Resources
Nelson Mandela Museum
P O Box 52808
Mthatha,
5099**

Or email

hr@nelsonmandelamuseum.org.za

or hand deliver to: Ms Amanda Jara, Nelson Mandela Museum, Corner Owen Street & Nelson Mandela Drive, Bhunga Building, Mthatha, 5099.

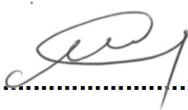
FAXED APPLICATIONS WILL NOT BE CONSIDERED BY NMM.

Correspondence will be limited to the short-listed candidates only.

Applicants with a foreign qualification must submit a SAQA evaluation report of their qualifications. The NMM reserves the right not to fill this advertised position.

The NMM is an equal opportunity, affirmative action employer committed to the achievement and maintenance of representativity (race, gender and disability). The NMM fully subscribes to the principles of Employment Equity, and these principles will be applied in the appointment for these positions. Preference will be given to South African citizens. All shortlisted candidates will be subjected to competency assessment.

For all enquiries, contact Ms Amanda Jara @ 501 9500


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Dr VG Booï
Chief Executive Officer