



Position Title: Executive Manager: People Management

SASRIA SOC LIMITED

Sasria, a state-owned company, is the only short-term insurer in South Africa that provides affordable voluntary cover against special risks such as civil commotion, public disorder, strikes, riots and terrorism to any individual, business, government or corporate entity that has assets in South Africa.

Sasria has a dual mandate – legislative mandate that directs our day-to-day business operations, and a broader strategic mandate, like any other business in South Africa, to make a positive contribution to transforming our industry and our country, in order to make our country a better place for all her people.

Vision

“To protect the assets of all South African against extraordinary risks”

Mission

The vision will be achieved via our mission of driving sustainable and vibrant business by:

- Balancing shareholder value creation with having a positive social impact;
- Providing excellent customer service;
- Being clear and consistent in our communication;
- Developing the skills and capacity of own employees;
- Improving our current strategic current strategic partnerships, and establish new ones; and
- Providing innovative and relevant products;

Core Values

The following values underpin Sasria’s pursuit of its stated vision and mission:

- **Professionalism** - we will treat our stakeholders – i.e. customers, employees and shareholders - with respect and dedication while remaining accountable to them;
- **Integrity** - we will conduct ourselves in a manner that is fair, transparent and ethical, and uphold high levels of equality and trust;
- **Teamwork** – in the performance of our tasks we will be guided by the ideals of unity of purpose, cooperation and mutual respect;
- **Innovation** - we will create opportunities for creativity and learning and encourage same amongst our employees; and
- **Customer Centricity** - We strive to meet and exceed our customer's expectations.

Sasria is committed to diversifying its staff profile in terms of its transformation agenda and encourages candidates from previously disadvantaged backgrounds to apply. Sasria will respond to short listed candidates. Candidates who have not been contacted within 4 weeks of the closing date can assume that their application has been unsuccessful.



ROLE DESCRIPTION

Job summary statement/purpose

To provide strategic support to the organisation through efficient and professional people management services in order to enhance optimal people performance. To develop and implement Human Capital, CSI, and Facilities objectives and delivery thereof to business.

Key performance areas (duties & responsibilities)

1. Strategic Alignment

- Participate in the development of the Sasria's overall strategy
- Development and implement strategies (Human Capital, CSI and Facilities) for the company, ensuring alignment with the overall strategy
- Provide thought leadership in all areas of People Management
- Ensure all People Management related policies are aligned to regulatory framework within which Sasria operates.
- Provide strategic advice and support to business pertaining to People management matters
- Report strategic objectives quarterly to relevant board committees

2. Operations

Develop, support and maintain Human Capital processes that enable Sasria to attract, retain and engage the right talent.

Attraction

- Develop relevant strategies to ensure the recruitment, selection and placement of the required skills in line with business needs.
- Identify operational business risks such as the potential loss of critical skills and develop effective mitigating strategies with the business.
- Develop effective workforce plans that support the achievement of business objectives and are in line with relevant legislation and/or regulations.

Development

- Identify future skills requirements of business and ensure the implementation of appropriate learning and development interventions to meet business needs and ensure ongoing performance
- Develop and implement leadership development strategies



- Drive and support development of employees in all areas of the business to ensure adequate skills in the workplace.
- Drive skills development plans that are in line with company requirements as well as the Skills Development Act.
- Drive the company's performance management process, monitor compliance, report trends, and assist business to promote a high performing culture.

Motivate, Engage and Retain

- Support leadership in the development of a sustainable company culture.
- Ensure sound employment relations practices by providing meaningful advice and overseeing the Employment Relations processes as applied by management
- Ensure / Drive employee wellness programmes that facilitates employee engagement
- Develop and drive employee wellness strategies that will facilitate employee engagement, reduce absenteeism and increase productivity
- Help the company to develop and maintain a healthy company culture that fosters high performance and is compliant to the Basic Conditions of Employment Act and other relevant legislation.
- Apply relevant organisational development programmes that build team performance and prepares teams for change.
- Continuously review the company's employee value proposition and ensure that company practices are aligned
- Develop relevant and practical rewards and recognition methods and tools
- Establish effective talent and succession management strategies that consider current and future business needs.
- Ensure remuneration practices that are in line with market and industry trends that will attract, motivate and retain top talent

CSI

- Review / Develop and implement a CSI strategy that is in line with Sasria's strategy, Industry needs as well as National Development Plan
- Ensure the driving of initiatives that will have a positive socio-economic impact
- Drive engagement of employees through employee volunteerism programs
- Ensure alignment to national transformation effort as guided by BBBEEA and related regulations



- Identify the relevant stakeholders and ensure stakeholder engagements that keep Sasria's CSI initiatives relevant to the industry

Facilities

- Ensure proper use and effective management of Sasria facilities
- Ensure adequate and safe facilities for employees and all Sasria stakeholders
- Ensure health and safety policy is adhered to by all stakeholders
- Ensure Facilities procedures are compliant to TCF requirements
- Manage delivery of services such as
 - Maintenance
 - Cleaning
 - Refreshment services
 - Office equipment
 - Stationery
 - Catering (where necessary)
 - Informal employee benefits (where applicable)

3. People Management

- Provide leadership to People Management teams. Ensure departments are adequately resourced
- Continuously manage team performance
- Monitor the development of teams through the use of internal policies, processes and tools Contribute to improving employee engagement, morale and increasing productivity

4. Financial

- Compile and manage divisional budgets and forecasts
- Manage costs relating to the salary bill of SASRIA
- Developing & Managing Budgets & Forecasts
- Controlling Costs
- Payroll Procedures & Programmes



BEHAVIOURAL COMPETENCIES /ATTRIBUTES:

- Maintaining attention to detail and accuracy while meeting critical deadlines.
- Prioritizing work and coordinating several activities/tasks at one time.
- Persuasive and influential
- Resilient
- Ability to work under pressure
- Customer Focus
- Strategic Agility
- Drive for Results
- Nose for Talent
- Influencing Others

QUALIFICATIONS and EXPERIENCE:

Minimum:

- Bachelor's Degree in HR or Organisational Psychology and appropriate post-graduate qualification, together with extensive strategic HR management experience.
- 8 to 10 years' Years Generalist experience entailing HR Strategy, Industrial Relations, Change Management, Diversity Management, Organisational Development, Talent Management, Performance Management, Training and Development, Recruitment.

Advantageous

- Relevant Master's Degree and professional qualifications
- SABPP professional registration

Knowledge

- Understanding of legislative environment within which the insurance industry operates- HR Related
- Knowledge of governance structures and how they relate to the Sasria environment
- Human Resources understanding
- Knowledge of BBBEE legislation- EE & Skills
- Understand Sasria's core business and the role of the support functions in order to provide an enabling environment for business to happen



Skills and Competencies

- Good networking skills
- Ability to think strategically
- Strong leadership skills with ability to interact and influence at all levels
- Business Acumen
- Excellent problem solving and analytical skills
- Good people management skills
- Good interpersonal and presentation skills
- Facilitate & Resolving Conflict
- Project Management
- Developing & Implementing Strategies & Business Plans
- Understanding of Hr frameworks impacting Sasria

Demographics

A South African citizen of any gender, preference will be given to an EE candidate

Location of the role

The role will be located in Illovo, Johannesburg

CLOSING DATE: 25 October 2018

PLEASE SEND YOUR CV TO: faithm@sasria.co.za