



Position Title: Human Capital Manager

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:

- **Fairness** - we will treat all our stakeholders impartially and with respect, recognising our accountability to them;
- **Ethics** - we will conduct ourselves in a manner that is transparent and ethical: courageously doing what is right, honouring our commitments and communicating honestly;
- **Innovation** – we will apply thought and creativity to the application of new solutions to our and our customers' needs and requirements;
- **Service Excellence** – in the performance of our work, we will consistently apply our knowledge, experience and best efforts to deliver relevant and professional service of an exceptional standard;
- **Collaboration** - we will engage with our partners and employees, assuming positive intent, respecting diversity and working together to create uniformly positive outcomes

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

The Human Capital Manager is responsible for implementing the strategy of the human capital department, managing human capital risks and managing talent in the organisation.

Through an efficient service delivery, the HC manager manages talent in the company through workforce planning, performance, rewards, wellness, employment relations as well as monitoring and evaluation. This role works closely with the Learning and Development Manager to create measurable value for the business.

Key performance areas (duties & responsibilities)

Strategic impact

- Translate the company and HC strategy into an implementable plan
- Track the implementation of the strategy and where necessary, find solutions to problems
- Provide input to and track human capital risks
- Work with the executive to develop HC policies
- HR Measurement

Operations

- Manage payroll and benefits
- Create annual HC plans
- Create a communication strategy for the HC plan
- Drive results through effective and efficient use of resources for excellent service delivery
- Review and update HC policies and procedures
- Manage reporting: statutory and departmental
- Assist with reports for board and sub-committees
- Manage the Employee Value Proposition
- Conduct benchmarks for all HC value chain elements
- Ensure constant review and improvement of processes

Financial

- Development and monitoring of HC budgets
- Monitoring of leave provision
- Timely and accurate payment of salaries and benefits

People

- Manage self and team through continuous learning
- Encourage team work and collaboration in the division

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- Build a succession pipeline within the team and for the organisation

Customer

- Create a service delivery model that will impact employees positively, reduce queries and complaints.

Adhoc tasks

- From time to time work collaboratively with others on OD projects and other adhoc projects

Qualifications

- Completed Honours Degree in Human Resource Management or related field.

Minimum experience

- 5-7 year experience as an HR Manager/Consultant/ Business Partner.
- 3-5 years in-depth payroll exposure
- Operating at the level of a professionally qualified , experienced specialists and mid-management

Knowledge

- Excellent knowledge of HC best practices
- Excellent knowledge of HC related legislation
- Good knowledge of Financial and insurance industry

Behavioural Competencies

- Continuous Improvement
- Persuading People
- Emotional Intelligence
- Conveying Self Confidence
- Understanding people
- Upholding standards
- Driving results
- Managing work

Reporting Lines

- The HC Manager will report to the Executive Manager: People Management
- The Executive Manager: People Management reports to the Managing Director
- The Executive Manager: People Management is accountable to the Remco as well as the Social & Ethics Committee.



Key measures of success

- Approved annual plan and efficient implementation thereof.
- Achievement of department KPI's
- HR Risk mitigating strategies in place

Demographics

A South African citizen of any gender, preference will be given to a person with disability.

The successful candidate will work from Sasria's premises on 36 Fricker road, Illovo, Johannesburg.

CLOSING DATE: 07 March 2019

Send Application to: Careers@sasria.co.za