



**SOUTH AFRICAN DIAMOND AND  
PRECIOUS METALS REGULATOR**

**The South African Diamond and Precious Metals Regulator, established in terms of Section 3 of the Diamonds Amendment Act, 2005 (Act 29 of 2005), aims to regulate the industry to ensure that the diamond resources and precious metals of the Republic are exploited and developed in the interest of the people of South Africa, to promote equitable access to local beneficiation and ensure compliance with the Kimberly Process Certification Scheme. We invite self-motivated and suitably qualified individuals who wish to stand out in their field to apply for the following vacancies:-**

**Department: Human Resources Management  
Deputy Manager: Human Resources Management (Ref.2014/12/02)  
Salary: Negotiable all Inclusive package**

**Requirements:** A degree/National Diploma in Human Resources Management or in Industrial Psychology, Labour Relations and Human Resources Development with an experience as an HR generalist.

**Knowledge and Skills:** Knowledge of South African Labour Laws/Legislation, Public Finance Management Act (PFMA), National Treasury rules and regulations, Knowledge of organisation's governance structures, HR risk management and internal controls. Good planning, excellent organisational and administration skills. Analytical and decision-making skills. Confidentiality, tact and discretion when dealing with people. Good communication skills (written & verbal).

**Duties:** Responsible for operational management of human resource planning, establishment administration, staffing, remuneration, conditions of service performance management, skills development, HR Management Information Systems (VIP Payroll), HR registry processes, labour relations, Employment Equity and Employees Wellness functions and services within the organisation. Monitor compliance with HR service standards and turnaround times and lead service delivery improvement initiatives. Facilitate the implementation of HR register. Manage partnerships and Service Level Agreements relevant to HR division. Manage and co-ordinate the provision of Organisational Development (OD). Monitor implementation of Employee Wellness Programme, review and interpret reports regarding employee health and wellness. Monitor and oversee the coordination of recruitment and selection processes. Liaise with HR manager and relevant senior HR officer on resolving employee relations matters. Participate in the development of HR policies, procedures and strategy and ensure implementation thereof. Provide advice to staff and senior managers on all HR matters and implement practical solutions to address HR needs. Ensure comprehensive employee personnel records system for all employees.

**A detailed CV, accompanied by application letter, certified copies of qualifications and ID must be forwarded to: The Manager: Human Resources, South African Diamond and Precious Metals Regulator (SADPMR), P O Box 16001, Doornfontein 2028 or hand delivered at 2<sup>nd</sup> Floor SADPMR Building, Main Street, 225 Cnr Phillip, Johannesburg 2028 or [jobs@sadpmr.co.za](mailto:jobs@sadpmr.co.za).**

**Enquiries: Ms Z Mpofu**

**Tel: 011 223 7000**

**Closing date: 19 December 2014**

Applications from candidates in the affirmative action categories are particularly encouraged to apply. It is the responsibility of applicants with foreign qualifications to have such verified by SAQA. Suitable candidates will be subjected to Security Vetting, Personnel Suitability Checks (criminal record, citizen, credit record checks, qualifications and employment verification). Late and incomplete applications will not be considered.

**NB:** If you do not hear from us within 30 days after the closing date, please consider your application unsuccessful.