INTERNAL AND EXTERNAL VACANCY NOTICE
South African Library for the Blind (SALB)

Position	**Senior Manager: Human Resources and Development**
Department	**Management Services**
Contract Type	**Permanent**
Location	**Makhanda (Grahamstown), Eastern Cape**
Remuneration	**All-inclusive remuneration package of R957 252,67 per annum**

The South African Library for the Blind is a Schedule 3A public entity and an agency of the National Department of Sport, Arts and Culture, governed by the South African Library for the Blind Act, 91 of 1998. Located in Makanda (Grahamstown) in the Eastern Cape, SALB provides a national library and information service to blind and print-disabled readers in South Africa and is recognised as a national institution with an international reputation.

SALB invites applications from suitably qualified South African citizens for the following position:

PURPOSE OF THE POSITION

The Senior Manager: Human Resources and Development provides strategic leadership, direction and oversight of the full HR function, aligning human capital strategies, policies and operations with SALB's strategic objectives. The incumbent advises the Chief Executive Officer and management on people management, organisational effectiveness, workforce planning, sound employee relations, employee development and HR governance, ensuring compliance with labour legislation and applicable public-entity prescripts.

MINIMUM REQUIREMENTS

- Bachelor's Degree (NQF Level 7) in Human Resources Management, Industrial Psychology, Labour Relations or a related field.
- A postgraduate qualification in a relevant field will be an added advantage.
- A minimum of eight (8) years' relevant experience in Human Resources Management, of which at least five (5) years must have been at middle management level within the HR function.
- Proven experience in managing a comprehensive HR function at strategic and operational levels.
- Proven experience in employee and labour relations within a unionised environment, including disciplinary and grievance management, trade union engagement, collective bargaining, dispute resolution and representation of the employer at the CCMA and Bargaining Councils.

REQUIRED EXPERIENCE, KNOWLEDGE AND COMPETENCIES

- Sound knowledge and practical application of the LRA, BCEA, EEA, SDA and relevant Codes of Good Practice.
- Experience in strategic HR planning, recruitment, organisational development, performance management, employment equity, skills development, payroll oversight and HR reporting.
- Ability to develop, review and implement HR policies, lead organisational change and manage HR governance, risk and statutory compliance.
- Knowledge of the PFMA, Treasury Regulations, POPIA, PAIA and public-sector governance prescripts will be advantageous; public-sector HR experience is an added advantage.
- Strong strategic leadership, people management, negotiation, conflict resolution, stakeholder engagement, report-writing and communication skills.
- High ethical standards, confidentiality, analytical ability, sound judgement and commitment to disability inclusion and transformation.

- Ability and willingness to undertake official travel within South Africa, with reasonable accommodation where applicable.

KEY PERFORMANCE AREAS

- Lead HR strategy, workforce planning, talent stewardship, budgeting, forecasting and HR policy development aligned with SALB's strategic objectives.
- Oversee recruitment, selection, onboarding, retention, succession planning and employee separation processes.
- Drive organisational development, job evaluation, organisational design, change management and HR transformation.
- Manage employee and labour relations, disciplinary and grievance processes, trade union engagements, collective bargaining and employer representation at the CCMA and Bargaining Councils.
- Oversee remuneration, employee benefits, payroll, conditions of service and personnel records management.
- Lead performance management, staff training, skills development, career development and related statutory reporting.
- Lead employment equity planning, implementation and monitoring, and act as Employment Equity Manager.
- Promote employee wellness, disability inclusion, effective workplace relations and a positive organisational culture.
- Ensure HR governance, regulatory compliance, risk management, HR systems and accurate management, statutory and Board reporting.
- Provide HR advisory services, lead in executing confidentiality and adherence to POPIA law whilst reporting to the CEO, management, Board and relevant committees, leading and coaching a dynamic HR team.

APPLICATION PROCESS

Candidates who meet the minimum requirements must submit a completed detailed letter of application/motivation, a comprehensive CV, and certified copies of their qualifications, driver's licence and ID (certified within the past six months) to Ms. Loren Hendricks at loren@jackiecrecruit.co.za.

Enquiries: Jackie Cory Recruitment at 041 364 2244
Closing date and time: 11 November 2026 at 16:00

IMPORTANT NOTICES

- No late applications will be considered.
- Incomplete applications and applications submitted without the required supporting documents will not be accepted.
- Applications from suitably qualified candidates from designated groups, particularly persons with disabilities, are encouraged.
- Shortlisted candidates may be required to undergo vetting, reference checks, competency assessments and/or other relevant verification processes.
- Original certificates and/or testimonials may be requested from shortlisted candidates for verification before an appointment is confirmed.
- SALB reserves the right not to make an appointment to this position.
- Should you not receive feedback from SALB within thirty (30) days of the closing date, please consider your application unsuccessful.
- By submitting an application, applicants consent to SALB processing their personal information for recruitment, selection, verification and related employment purposes in accordance with applicable legislation.

SALB is committed to fair, transparent and equitable recruitment practices.