

LEGACY HEAD OFFICE

VACANCY

This vacancy will be filled taking into consideration the Legacy Hotel Employment Equity policy

Position: Human Resource Manager

Reporting to the Managing Director of Legacy Hotels and Resorts the successful applicant will be tasked as follows.

Job Overview:

The position entails ensuring that Human Resource “Best Practice” is applied throughout the hotels managed by Legacy Hotels and Resorts.

The incumbent will be required to:

- 1) Provide leadership to the properties on the following aspects of Human Resource practice:
 - Recruitment
 - BB-BEE
 - Employment Equity
 - HIV/Aids awareness.
- 2) To identify organisational talent at head office and in properties where an HR officer does not exist, and to facilitate training and development to assist the individual’s career development.
- 3) Identify organisational training needs and correctly address these needs to the benefit of all stakeholders.
- 4) Manage the recruitment and selection process giving proper regard to the companies Employment Equity policy.
- 5) To ensure that the applicable business units adhere to the annual, or bi-annual Employment Equity reporting requirements.
- 6) To facilitate the BB-BEE processes within the group and to work with line management to ensure that all business units obtain the necessary certification each year.
- 7) Provide advice to management on all recruitment and training matters and to be the custodian of good practice.
- 8) To sit on the THETA Hospitality Chamber and to provide hotel specific inputs to the relevant processes.
- 9) To provide or facilitate a counselling service to employees who experience work related and social difficulties, including HIV/aids counselling.
- 10) Provide a coaching service to management.
- 11) To provide comprehensive HR advice to management across the board.
- 12) To ensure that all HR policies and procedures are updated as new legislation is enacted or new trends identified.
- 13) To facilitate the ongoing development of all business unit based HR managers.
- 14) To act as the Chairperson of the Legacy Hotels and Resorts Provident Fund and an Employee trustee of the Legacy Hotels and Resorts Pension Fund.

Skill and Educational requirements:

- The successful candidate would have a minimum of a recognised three-year diploma/degree in Human Resource Management and at least five years of experience in the field of Human Resources, preferably as a Generalist. Alternatively, seven or more years of on-job experience in the HR field working as a Human Resource Manager in a corporate environment would be required.
- Extensive experience in the broader hospitality industry, or the hotel industry.
- Strong communication skills
- Comprehensive knowledge of all HR Legislation and the corresponding application of such legislation.
- High degree of assertiveness balanced with compassion.
- A track record of Integrity, Objectivity, and sound Judgement.
- Strong administration skills

Salary: Market related for the position

Applicants who have the skills and experience listed above and who wish to either join, or further their careers in, the challenging environment of the Hospitality Industry should send a short CV (Excluding certificates) including recent references to:

Ms. Mbuyi Msimang

PA to the Managing Director

Legacy Head Office

Fax: (011) 806 6868; email: mmsimang@legacyhotels.co.za

Closing date : 25 March 2010