



Job Profile Manager: Performance Management

JOB INFORMATION SUMMARY	
JOB TITLE:	Manager: Performance Management
REPORTS TO:	GM: Strategic Portfolios
PROPOSED PATERSON JOB GRADE:	D – Band
OCCUPATIONAL LEVEL	Management
FUNCTIONAL AREA:	Strategic Portfolios
COMPANY:	PIKITUP SOC (Ltd)
LOCATION	Pikitup Head Office Johannesburg

ROLE PURPOSE
Lead, direct and manage the Performance Management section by ensuring the formulation and implementation of strategic objectives and policies to enable the HR department to successfully achieve its mandate in relation to Performance Management activities.

ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
a) Ensure the appropriate strategies, business plans, policies and procedures are developed, approved, communicated to the relevant stakeholders and implemented so that the Departmental strategic imperative are met.	<ul style="list-style-type: none"> • Researching, recommending and implementing procedures, systems and processes in line with relevant legislation, policies and agreement; • Reviewing, recommending and implementing relevant policies, guidelines and/or operational regulations so that effective regulatory mechanism are in place for the Business Unit; • Provide support to GM: Strategic Portfolios in developing strategic and operational leadership in the design, development, implementation and communication of Performance Management Framework at Pikitup; • Oversee and manages all activities related to the performance management cycle and manages all communication, sensitization and monitoring of the process to ensure its effectiveness and relevance to the business; • Establish and maintain linkages between the Performance Management unit and other HR department functions to ensure uniformity in the application of policies and procedures.
b) Lead and manage the Performance Management related issues at Pikitup.	<ul style="list-style-type: none"> • Design, implement and monitor Performance Management to enable employees understanding of the goals of Pikitup and to identify how individual inputs contribute to the achievement of Pikitup objectives, specifically through managing the performance cycle; • Work in liaison with key stakeholders to establish and support the link between strategic business objectives and people's day-to-day actions and tasks by implementing a process for tracking progression from goal setting, mid-year reviews and end of year evaluations to



ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
	<p>support individual, team and organisational performance;</p> <ul style="list-style-type: none"> • Prepare and present reports detailing the status of Performance Management to Unit Head so that informed decision may be taken on behalf of HR department; • Develop and communicate the strategic vision, scope, priorities, processes, systems and tools of the performance management unit; • Provide leadership and coordination for Performance Management and improvement initiatives, ensuring their alignment to improving Pikitup operational and program efficiencies and effectiveness; • Form part of the Moderation Committee.
<p>c) Implement Performance Management communication strategy aimed at creating awareness and keeping all stakeholders fully informed</p>	<ul style="list-style-type: none"> • In liaison with Training and Development Unit, contribute to the design, implementation and management of effective leadership and employee development and talent management initiatives to address performance gaps related to capacity/knowledge among staff; • Work with ICT to ensure the development, enhancement or acquisition of the ICT tools needed to support the performance management activities; • Drive Pikitup processes for sharing best practice, tools and ongoing communication activities for performance improvement. In line with this, establish and disseminate guidelines and manuals which will serve as reference documents on staff performance management for appraises as well as appraisers; • Keep Management of Pikitup informed on critical issues concerning the implementation of the performance management process, make recommendations to Management on key decisions points regarding the process; • Lead initiatives for introducing/maintaining best practice including benchmarking relevant policies and practices with similar organisations or market leaders, as may be approved from time to time.

KEY RELATIONSHIP INTERFACES
<p>Internal Key Relationships (to Pikitup):</p> <ul style="list-style-type: none"> • General Managers within the Human Resources Department • Line Managers • Internal auditors • Employees <p>External Relationships (with departments and other key parties):</p> <ul style="list-style-type: none"> • Auditor General



Job Specific Requirements	
Competencies (Knowledge, skills and attributes)	
Competency / Performance Drivers	Technical / Professional Expertise
<ul style="list-style-type: none"> • Strong communication and diplomacy skills are required to guide, influence and convince others • Strong commercial understanding -impact and credibility within all levels of the business and ability to deliver • Excellent communication and influencing skills with the ability to build rapport at all levels • Good analytical skills as well as evaluative judgment based on the analysis of factual and qualitative information in complicated or novel situations • Formulating Strategy & Concepts • Innovation • Strong business acumen • Formulating Strategies & Concepts • Adhering to Principles and Values • Planning and Organising • Deciding and initiation action • Delivering results and meeting customer expectations and Networking • Persuading and Influencing • Presenting and Communicating Information • Adapting and responding to change. • Advanced systems skills ,excel, MS Project – advantageous 	<ul style="list-style-type: none"> • Monitoring and Evaluation • Human resources management regulations; • Strategic Human Resources Management; • Employment Laws and regulations; • Corporate Governance; • People and Change Management • Advanced systems skills, excel, MS Project – advantageous • Report writing skills • Management skills • Conflict Management • Adequate influencing and collaborative skills • Effective presentation at management level
<p>Knowledge: State the job knowledge required</p>	<ul style="list-style-type: none"> • Job requires a broad and comprehensive understanding of the concepts and principles in their discipline. The requirement for a broader knowledge implies the need to understand other concepts and principles in context in order to improve organisational effectiveness; • Knowledge of the public service or ambit of public entities will be an added advantage • Knowledge and/or understanding of Municipal Finance Management Act (MFMA).

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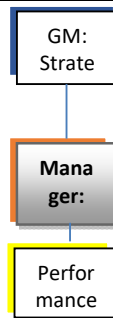
Qualifications

Minimum	Ideal
<ul style="list-style-type: none"> Bachelor's Degree in Human Resources. SAP Literate. 	<ul style="list-style-type: none"> Honours Degree or equivalent Postgraduate Qualification in Human Resources field or equivalent will be an advantage.

Experience

Minimum	Ideal
<ul style="list-style-type: none"> A minimum of 5 years' specialist experience in Performance Management; 1-3 years' experience in Management/supervisory/leadership position. 	<ul style="list-style-type: none"> 8 years' experience in Human Resources with emphasis on Performance Management will be an ideal.

STRUCTURE



Job profile approved by:

Name (Incumbent)

Signature

Date

Name (1st level Manager)

Signature

Date