

<b>Position</b>	Title <b>HR Project Manager</b>
<b>Department</b>	Global Load Control (GLC)
<b>Location</b>	Cape Town, South Africa
<b>Reporting Line Incumbent directly reports to position</b>	General Manager GLC Network
<b>Reporting Line Dotted Line</b>	Global Quality Manager Global Customer Relations and Network Operations Manager HR Business Partners
<b>Job Function</b>	You will be required to carry out your duties as HR Project Manager in a professional, loyal and efficient manner and to use your best endeavours to promote the interests and reputation of the Company and to refrain from any conduct which may be of harm to the Company.

<b>Position tasks and functions</b>	<p><b>Main tasks:</b></p> <ul style="list-style-type: none"> <li>▪ Lead the planning and implementation HR projects</li> <li>▪ Facilitate the definition of project scope, goals and deliverables</li> <li>▪ Succession planning</li> <li>▪ Personnel Development</li> <li>▪ Organisation Cultural Change</li> <li>▪ Define project tasks and resource requirements</li> <li>▪ Develop full scale project plans</li> <li>▪ Assemble and coordinate project staff</li> <li>▪ Manage project budget</li> <li>▪ Manage project resource allocation</li> <li>▪ Plan and schedule project timelines</li> <li>▪ Track project deliverables using appropriate tools</li> <li>▪ Provide direction and support to project team</li> <li>▪ Quality assurance</li> <li>▪ Constantly monitor and report on progress of the project to all stakeholders</li> <li>▪ Present reports defining project progress, problems and solutions</li> <li>▪ Implement and manage project changes and interventions to achieve project outputs</li> <li>▪ Manages day-to-day operational aspects of a project and scope</li> <li>▪ Project evaluations and assessment of results</li> </ul> <p>The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties.</p>
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<b>Critical Skills</b>	<ul style="list-style-type: none"> <li>▪ <u>Communication Skills:</u> Uses different forms of communication known work environment in order to get the correct message across.</li> <li>▪ <u>Decision Making:</u> The ability to take calculated risks in comparing different options and making the best decision.</li> <li>▪ <u>English:</u> Speaks, reads and writes English at a functional job requirement level.</li> <li>▪ <u>Etiquette:</u> The ability to interact appropriately with others by following the correct behaviour protocol.</li> <li>▪ <u>Interpersonal:</u> Skills needed to work with people, develop and maintain work relationships, communicate and manage conflict.</li> </ul>
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	<ul style="list-style-type: none"> <li>▪ <u>Delegation</u>: to take ownership and have the self-confidence in delegating tasks where necessary.</li> <li>▪ <u>Negotiation</u>: Applies negotiating principles in practice, constructing win-win situations, even in situations with the potential for conflict.</li> <li>▪ <u>Operating System</u>: The ability to use and apply knowledge of the operating system relevant to own job.</li> <li>▪ <u>Organising</u>: Plans, prioritises and allocates activities / resources to ensure operational efficiency (i.e. work schedules, human resources, material, information, technology, etc.).</li> <li>▪ <u>Critical thinking and Problem Solving</u>: The ability to think critically and analyse from different angles and to identify underlying problems and to advise on alternative solutions.</li> <li>▪ <u>Scheduling own Work Activities</u>: The ability to plan, organise and monitor own work tasks.</li> <li>▪ <u>Systems Thinking</u>: The ability to identify and relate apparently unrelated issues and factors, seeing the whole and not only the parts.</li> <li>▪ <u>Time Management</u>: The ability to exercise control measures in order to ensure that time is utilised effectively.</li> <li>▪ <u>Team work</u>: The ability to work in a team as well as independently.</li> </ul>
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<b>Main Objectives</b>	<p>To be responsible for the overall direction, coordination, implementation, execution, control and completion of specific HR projects ensuring consistency with company strategy, commitments and goals.</p>
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<b>Prerequisites / Minimum Requirements</b>	<ul style="list-style-type: none"> <li>▪ BCom degree/national diploma in Industrial Psychology, Personnel Management or equivalent</li> <li>▪ Extensive Knowledge of MS Office software (esp. Excel and Power Point)</li> <li>▪ Knowledge in general HR-management</li> <li>▪ Personnel development and succession planning</li> <li>▪ Very good communication and analytical skills</li> <li>▪ Highly ethical</li> <li>▪ South African work permit</li> </ul>
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Please forward your letter of motivation (no more than 300 words) and CV for the attention of Michelle Picolo: [Michelle.picolo@globalloadcontrol.com](mailto:Michelle.picolo@globalloadcontrol.com).

**Deadline: 28 September 2014**