

Job Specification: Head of Talent

Location: Gauteng

About Our Client: Our client is a leading medical scheme based in Pretoria, dedicated to providing comprehensive healthcare benefits to its members. They are committed to innovation, quality service, and the well-being of their clients.

The role:

Our client is seeking an experienced **Head of Talent** to join their team on a permanent basis. The successful candidate will be responsible for integrating the Talent strategy with the business strategy, driving change, building organizational alignment, improving leadership and management capabilities, and enhancing the employee experience.

Functions:

- Integrate Talent strategy with the business strategy in consultation with business stakeholders to drive change and build organisational alignment.
- Serve as an active and influential business partner, advising the leadership team on HR processes to achieve the organisation's strategy.
- Coordinate the implementation of the Talent strategy and compliance matters through effective HR services, policies, systems, and programs.
- Facilitate organizational development and strategic workforce planning to optimise business functioning.
- Design benefits and rewards to create the ideal Employee Value Proposition to attract and retain talent.
- Resolve conflicts and provide guidance on HR-related matters.
- Listen and understand the needs of employees and stakeholders, negotiating and persuading effectively.
- Act with discretion and build strong relationships across the organisation.
- Demonstrate assertiveness, leadership, and excellent communication skills.
- Provide coaching and support to managers and employees.
- Manage budgeting, financial control, and people management within the Talent department.
- Utilise computer literacy skills to enhance HR processes and systems.
- Uphold professionalism and promote innovation and creativity in Talent management.

Skills:

- Proficiency in MS Word, Excel, Office, Outlook, and Internet.
- Strong organisational skills with attention to detail.
- Excellent negotiation skills.
- Bilingual in English and Afrikaans with strong interpersonal communication.
- Team player with a caring attitude.
- Flexible in adapting to changes and management decisions.
- Proficient in problem-solving techniques and record keeping.
- Leadership skills and ability to maintain good interpersonal relationships.

Requirements:

- Grade 12 qualification.
- Post Graduate Degree in Human Resource Management or related field.
- Minimum of 8 to 10 years' experience in Human Resource Management, with at least 5 years in a managerial capacity.
- Proven expertise in Talent management, organisational development, and strategic workforce planning.
- Strong conflict resolution, negotiation, and persuasion skills.
- Excellent relationship-building and communication skills.
- Leadership abilities with a customer-focused approach.
- Proficiency in business management, budgeting, financial control, and people management.
- Computer literacy and the ability to innovate and think creatively.
- Assertive yet compassionate demeanour.

Remuneration:

- Competitive salary commensurate with experience.
- Exceptional benefits program including 23 days of annual leave, 8-hour workday with a 30min break, life cover, disability benefits, funeral cover, pension fund, medical aid, and more.
- Office perks: free parking, Wi-Fi, landline phone allowance, on-site gym, subsidized meals, free refreshments, Athletics Club, Pilates, and wellness programs.
- Dynamic team interactions, recognition programs, and incentives.

Join Our Client: Be part of a team that values innovation, quality service, and the well-being of its members. Apply today to contribute to a leading medical scheme's success and make a difference in the lives of many.

Application Process: Interested candidates should submit their CV and cover letter, highlighting their experience related to the job functions and skills listed above to recruitment1@medicalresources.co.za with REF **Talent**. If you do not hear back from us within 2 weeks of applying, please consider your application unsuccessful.