

Appointment of the Human Resources Manager (HRM)



The South African Medical Association (SAMA) is a professional association for public and private sector medical practitioners, existing to serve the best interests and needs of its members in all healthcare-related matters. (SAMA is incorporated as a Non-Profit Company with Registration Number: 1927/000136/08).

Job Reference Number:	SAMA Independent Contractor HRM
Job Title	Independent Contractor Human Resources Manager (HRM)
Location:	Erasmuskloof, Pretoria
Reporting Lines:	Chief Financial Officer
Contract Type:	Independent Contractor (working 3 days a week)
Remuneration	Market Related

Job Purpose: Designing and implementing the People Strategy and ensuring that SAMA has a high performance culture that enables attainment of strategic goals and objectives.

Main Responsibilities:

1. Develop and implement the HR Strategy that guides utilisation of human resources in the organisation.
2. Design a change management strategy that drives the desired company culture.
3. Design an employee engagement strategy and mechanisms that promote SAMA's employment value proposition.
4. Design and implement a learning organisational culture that ensures learning and innovation is entrenched in SAMA.
5. Build leadership capabilities for managers through training or management development initiatives (e.g., coaching, mentoring).
6. Sustainability and statutory reporting ensuring that all human resources strategies support SAMA's overall strategic objectives.
7. Implement and monitor the HR's service delivery to key stakeholders (internal and external) and compile HR report for the CFO, CEO and SAMA Board and its committees.
8. Promoting a high-performance culture in SAMA.

Job Requirements:

- HR Degree or equivalent (a master's degree in HR will be an added advantage)
- 5 - 10 years management experience, drafting and implementing HR Strategies, policies, and procedures.
- BCEA EEA, LRA, BBBEE, SDA
- Budget control
- Basic knowledge of the medical industry

To apply: Submit a detailed CV to careers@samedical.org quoting the job reference.

Validity period: 14 September – 22 September 2023

Should you not hear from us four weeks after the closing date please consider your application unsuccessful.