

# HUMAN RESOURCES SPECIALIST

## OVERALL JOB PURPOSE

Provide technical leadership on Human Resources (HR) governance and professionalisation reforms supporting implementation of the Public Service Amendment Act. The role focuses on translating legislative and policy reforms into practical HR systems, governance frameworks and implementation tools.

## KEY ACCOUNTABILITIES:

### HR Governance Reform and Policy Development

- Draft and review regulations related to recruitment, appointments, discipline and promotions.
- Support development of professionalisation frameworks and merit based recruitment processes.

### Development of Implementation Tools

- Design HR governance templates, process workflows and decision frameworks.
- Support development of HR governance toolkits for departments.

### Institutional Reform Support

- Engage with government HR practitioners and labour relations specialists.
- Identify governance risks in HR decision making processes.

### Technical Advisory Support

- Provide input into departmental implementation support initiatives.
- Support workshops and capacity building activities.

### Risk Identification and Governance Integrity

- Analyse risks relating to weak HR governance processes and litigation exposure.

## MENTAL AND ENVIRONMENTAL DEMANDS:

- Must be prepared to work after / outside normal working hours

## TERMS OF EMPLOYMENT

- This is a full-time role for the PSR programme. The contract will be for 12 months.

## ROLE / PERSON SPECIFICATION:

### Education and Experience Required:

- Minimum 8 years' experience in public sector HR management.
- Experience at senior management level in government or public institutions desirable.
- Bachelor's degree in HR Management, Public Administration or related field.
- Postgraduate qualification advantageous.

### Knowledge and Skills

- Policy drafting and analytical writing skills: The ability to draft clear, well structured policy documents, regulatory guidance, and implementation frameworks that translate complex legislative and governance requirements into practical HR processes.
- Strategic HR governance and systems thinking: The ability to analyse public sector HR systems, identify governance gaps, and develop structured frameworks that support merit-based recruitment, lawful disciplinary processes, and professionalisation of the public service.
- Strong stakeholder engagement and advisory capability: The ability to engage effectively with senior government officials, HR practitioners, legal advisors, and oversight institutions, building constructive working relationships and facilitating collaborative problem-solving.
- Project and programme coordination skills: The ability to manage multiple technical workstreams simultaneously, maintain disciplined documentation processes, and contribute to the delivery of complex policy and governance initiatives within defined timelines.
- Public sector regulatory and governance knowledge: Strong understanding of public service HR governance frameworks, labour relations environments, and administrative decision-making standards, with the ability to apply these in practical implementation contexts.

### Competencies:

- Strategic thinking
- Governance and policy analysis
- Stakeholder engagement
- Communication
- Integrity
- Attention to detail