

1. HR Manager – Mr. Sam Tsimba - 082 927 3126

**MAIN DUTIES**

- Participate in the Motorola management teams operations reviews and management meetings
- Support biz-specific initiatives
- Ensure in-country compliance with National Labour Law, Employment practices, National Tax Law, Third party relationships, immigration Laws and National skills development initiatives
- Support and provide data for purpose of conducting diagnostic on strategy, structure and skills
- Implement needed interventions to address outcomes of diagnostic study
- Provide continuous feedback on progress against goals
- Consult with business to facilitate in-country talent inputs are gathered
- Complete the talent review outcomes
- Participate in the succession planning meeting for in-country talent
- Monitor payroll administrator in the implementation of the SLA
- Review the performance of the payroll administrator
- Review the payroll administration contract annually
- Monitor the performance of our immigration consultants
- Liaise with Motorola Global Immigration office
- External sourcing of talent
- Issue letter of appointment and employment contracts
- On-boarding (Intromoto) facilitation
- Manage South Africa specific HR programs and other functional activities
- Co-develop, implement and monitor HR planning, administration, reporting, recruitment & selection, performance management, succession
  - black female
  - experience with global multinational company
  - telecoms, ICT, experience
  - SAP HR System

All of the above are non-negotiable

2. HR Manager Generally – Mr. Max Makhubalo - 082 881 2650

3. Group HR Manager – Ms. René Kohler-Thomas - 082 822 1159