

## EXTERNAL ADVERT

<b>Location:</b>	<b>Centurion</b>
<b>Division:</b>	<b>HR &amp; OD</b>
<b>Date last modified:</b>	<b>July 2019</b>
<b>Reports to:</b>	<b>Senior Manager: HR &amp; OD</b>
<b>Nature of employment:</b>	<b>Permanent</b>
<b>Total Cost to Company</b>	<b>Market related</b>

### ORGANISATIONAL DEVELOPMENT (OD) SPECIALIST

#### PURPOSE OF THE JOB, NOT LIMITED TO:

Provide specialist OD expert advice and influence the business about key OD policies, processes, frameworks and models such as organisational, team and individual effectiveness, culture and climate, change management, talent management processes and organisational design matters, in alignment to the strategic objectives of the business. Act as an internal consultant in the HR&OD Centre of Excellence.

#### THE KEY PERFORMANCE AREAS OF THE ROLE IN FOCUS, ARE:

##### 1: Organizational Development

###### 1.1. Organisational Diagnostics

- Design and conduct relevant Organisational surveys using quantitative & qualitative methodologies providing management reports with OD recommendations
- Establish and manage an on-line survey platform to monitor Organisational health and effectiveness

###### 1.2. Organisational Effectiveness

- Identify relevant OD interventions to improve the organisation climate and culture
- Train HR Partners & Line managers to effectively manage climate and culture change
- Coordinate the annual culture and climate survey
- Facilitate team development interventions, strategic planning, leadership development, organisational redesign, and change management

##### 2. Talent Management

###### 2.1. Leadership Development & Coaching

- Act as custodian for the TCTA Competency Framework
- Act as an ambassador for learning and growth in TCTA
- Coordinate the TCTA Coaching Programme including coaching impact
- Coordinate an assessment centre working with external consultants

###### 2.2. Performance & Succession Management

- Coordinate the performance and succession planning systems
- Act as custodian for annual performance and succession processes
- Train supervisors and managers in performance and succession management

**3. Change Management**

- Working with the Snr Manager: HR & OD develop a change management framework
- Establish a Project Management and Reporting system for all OD initiatives
- Be the liaison between external consultants delivering OD Projects
- Support the Snr Manager: HR & OD in designing, organizing and facilitating the organizational wide team building initiative

**4. Organizational Design**

- Translate approved resource plan into the organogram and ensure it remains updated
- Compile information on TCTA's organizational system and structure
- Project management of consultancy projects and support to Snr HROD Manager

**MINIMUM REQUIREMENTS**

- Compulsory: Master's degree Industrial Psychology and registration with HPCSA
- Compulsory: Minimum of 7 years as an OD specialist role
- Highly Desired: Project Management, Coaching & Facilitation skills

Please email your CV accompanied by Cover Letter to [careers@tcta.co.za](mailto:careers@tcta.co.za) the subject should be the position title. For enquiries, please contact Ms Sixolile Shabalala on 012 683 1265

**TCTA's approved Employment Equity Plan and Targets will be considered as part of the recruitment process. As an Equal Opportunities employer, the organisation actively encourage and welcome people with various disabilities to apply;**

**If you have not been contacted within 30 days after the closing date, please accept that your application was unsuccessful.**

**All appointments shall be subject to Competency Assessments.**

***A detailed job profile is available on request***

**Closing date: 10 September 2019**

**UNITY – GROWTH – EXCELLENCE – INTEGRITY - RESPECT**