NWABISA NGCWABE

076 847 6627
nwabisa2@gmail.com
Alberton, Gauteng

ABOUT MYSELF

I am a driven, passionate HR Leader who have championed a number of HR value adding initiatives in all HR competencies over the years. I would appreciate an environment where I can capitalize my skills and abilities, learn, adapt and grow. I believe that my strong knowledge, extensive experience and skills gained in the full HR value chain matched with my qualifications are an excellent fit for the roles I show interest in. I thrive on embracing challenges and I strive to be empowering, accountable and supportive.

EDUCATION

Gordon Institute of Business Science (GIBS)
Management Development Program
2013

University of the Western Cape
B. Admin Honours in Industrial Psychology
1997

University of the Western Cape
B. Admin
1995

Mount Arthur Girls High School
Senior Certificate
1991

SKILLS

- Interpersonal & Communicationskills
- Leadership & Development
- Analytical and Problem Solving
- Strategy
- Leading Changing
- Resilience
- Coaching and Mentoring
- Managing conflict

Computer Literacy

MS Word; MS Excel; Power Point, Peoplesoft, Dynamique, VIP, SAP, Workday, Peoplesoft

PROFESSIONAL EXPERIENCE

Auditor-General SA

Senior Manager – Business Partnering | January 2020 – January 2024

STRATEGIC ALIGNMENT:

- Ensure effective implementation of People Portfolio strategy.
- Align delivery of People Portfolio strategy to the organisational culture-shift strategy objectives.
- Champion all strategic initiatives for the Portfolio Business Units with regards to talent acquisition & talent management, retention and succession planning, performance management, leadership development, employee wellbeing and transformation interventions, organizational development and culture.
- Interpret and advise on all HR policies, procedures and processes.
- Conduct regular environmental scanning to ensure that People Portfolio objectives remain agile and relevant and lead OD and change management initiatives and processes

HR PRACTICE

- Champions best practice Human Capital management in crafting solutions.
- Provide an advisory role to Portfolios/Divisions and Business Units on all human capital matters
- Keep Portfolios/Divisions and Business Units abreast of all changes to e.g., legislation and HR practices that would impact the organization.
- Engage and give input into strategic Portfolio/Divisions and Business Units plans on matters impacting people in delivering on the organizational culture-shift strategy.
- HR dashboard reporting, analyse data insights at Portfolio's/Divisions and Business Unit levels, highlighting key areas and predicting trends and impact for discussion in business leadership meetings.

RELATIONSHIP MANAGEMENT:

- Develop and maintain effective relationships with internal and external stakeholders to promote People Portfolio services and initiatives.
- Collaboration with all Centres of Excellence (COE's) within the People Portfolio for a seamless delivery of quality products and to assist business improve on the overall strategic and operational performance.

PEOPLE MANAGEMENT:

- Provide leadership and direction to the Team.
- Determine the mix and level of capability required by centre to support objectives.
- Manage performance and talent of direct reports and clients in a timeous and constructive manner.
- Coach and mentor for efficiency and effectiveness on all HC areas.
- Facilitate team development, effectiveness and integration.

Own Business

Managing Consultant | June 2018 – December 2019

LONZA (Arch Water Products) South Africa

Head of Human Resources | Oct 2014 - April 2018

- Coordinating, executing and supporting the people strategy of the respective Business Units & functional areas on site.
- Facilitate and ensure the implementation of Human Resources initiatives.
- Manages employee and labour relations and participated in Union negotiations as well as representation at the Bargaining Council and CCMA.
- Oversee HR department and provides coaching to the Site Leadership team;
- Actively support and participate in all relevant SHERQ initiatives.
- HR representation and active participation in the Site Leadership team.
- Provides strategic direction and management of all Human Resources Initiatives/ activities.
- Responsible for BBBEE and Employment Equity initiatives and compliance;
- All HR related activities including Benefits, Performance Management, Succession Planning, OD, Culture and Change Management, Corporate Initiatives & People Development.

IVECO South Africa Works (Pty) Ltd

Head of Human Resources | May 2014 – September 2014

Start-up phase of a manufacturing plant:

- Manage Section 197 transfers.
- Talent acquisition & Retention.
- Payroll, Compensation & Benefits.
- Develop and the implementation of HR policies and procedures, employee handbook and organogram for the company.
- Oversee startup of Shared services (Canteen services, Occupational Health & Enterprise Development projects.
- Setting-up of a Learning & Development Centre.
- Alignment of all HR initiatives with Corporate office in SA and Italy.

Nampak DivFood – Vanderbilpark

HR Manager | August 2011 – April 2014

- Drive and implement strategic Human Resources initiatives supporting the divisional strategic business plans.
- Provide support to the Plant Leadership Team and employees.
- Providing a comprehensive and effective HR service relating to the end-to-end employee life cycle.
- Extensive support and in-depth understanding of all policies, procedures, labour legislation and related processes.
- Influencing management decision making by interpreting and analyzing relevant HR information.
- Drive employment equity and skills development in line with the strategic business plans.
- Oversee people development in the plant including WSP/ATR and advise on the implementation of the BBBEE scorecard.
- Drive the identification, acquisition, management, and retention of talent in the plant.
- Facilitate employee annual surveys, feedback and actions implementation.
- Promote & drive employee Wellness programs in the plant.
- Drive Performance Management system at all levels.

- Ensure fair, consistent standards/disciplines within all departments of the business (including company representation at the Centre for Dispute Resolution).
- Oversee and ensure data integrity for payroll processing.
- Effective day-to-day functioning of the HR team.

Projects:

- Implementation of Kronos Time and attendance system
- Implementation of continental shifts and staggered lunches
- Reduction of headcount and overtime costs

Coca- cola SABCO – Port Elizabeth/Polokwane /Nelspruit

HR Manager | March 2008 – 31 July 2011

- Ensure compliance and adherence to HR policies and procedures and communication.
- Manage Employment Equity process within the Region.
- Managing Manpower planning project for the region.
- Provide support to management on the Performance Management system.

- Manage and co-ordinate all Learning & Development initiatives for the Region.
- Manage, coordinate and support the region's Talent Development process.
- Ensure that an Employee Engagement survey is conducted and appropriate actions taken to lift the employee's levels of engagement.
- Manage HR budget - track labour costs (Temporary vs. Outsourced Labour vs. Casuals) as well as training costs on a weekly and monthly basis.
- Maintain and monitor sound relationships with the union (FAWU) and employees and ensure that all Industrial Relations, including grievances, disciplinary enquiries and appeals are dealt with.
- Represents the company at CCMA in Conciliations and Arbitrations.

- Facilitate union/ management meetings and track action plans.
- Report on monthly HR Key Performance Indicators and represent HR on Monthly Management review meetings.
- Support other functions in the achievement of their goals, with specific reference to HR related matters.
- Manage and co-ordinate Corporate Social Responsibility for the Region.

BMW SA (Rosslyn)
HR Consultant (Assembly plant) | Nov 2006 - Feb 2008

- Recruitment and selection.
- Facilitate implementation of Employment Equity & BBBEE.
- Plan and co-ordinate competency profiling, job grading and job evaluation.

- Employee Relations (IR issues within Assembly Plant).
- Support Absenteeism Management through tracking & interventions.
- Facilitate Performance Management Process and Personal Development (PD) review process.
- Facilitate succession planning within the Assembly Plant by ensuring that the succession report is utilised as 1st step in all recruitment decisions; Individual Development Plans are in place for all Hi-Potentials; Successors identified for critical positions.
- Tracking of appreciation programmes/events and Long Service Awards.
- Monthly Reporting.
- Project Leader - Take a Girl Child to Work Day-2007.

- **Circuit Breaker Industries (CBI) – Elandsfontein**
  HR Officer | Nov 2004 - Oct 2006

- **Ingwe Coal (Part of BHP Billion) – Middelburg**
  Human Resources Trainee | April 2002 – 2004

- **Gauteng Provincial Legislature**
  Committee Coordinator | June 1999 – March 2002

- **Department of Public Service & Administration**
  State Administration Officer | July 1997 – May 1999

REFERENCES

Available upon request