Mr. Sibusiso Nyembe

Collaborative HR Business Partner, creating success by being customer centric and delivering business value.

PERSONAL DETAILS

FULL NAMES & SURNAME: Sibusiso Nyembe
RESIDENTIAL AREA: City of Johannesburg
EMAIL: sibusison1977@gmail.com
MOBILE: 083 998 5807
NATIONALITY: South African
EMPLOYMENT EQUITY: African
GENDER: Male
AVAILABILITY: 1 Calendar month
LANGUAGE PROFICIENCY: English, Zulu, Sotho

EDUCATIONAL BACKGROUND

UNIVERSITY OF JOHANNESBURG
Honours Degree in Employee Relations (2003)

UNIVERSITY OF LIMPOPO
Bachelor of Administration (1993)

FUMANA HIGH SCHOOL
Matric (1989)

CERTIFICATIONS

UNIVERSITY OF WITWATERSRAND
Effective Labour Relations and Labour Law (October 2002)

KEYBASE TRAINING SOLUTIONS
Excel Level 2 Intermediate (4 September 2024 – 5 September 2024)

BEESA
Basic Course: Enterprise and Supplier Development Workshop
Basic Course: B-BBEE FAUNDAMENTAL Workshop (03 May 2018)

SA LABOUR GUIDE
Training Course: Employment Equity Committee Training

PWC
REMeasure (25 July 2017)

LABOUR LAW MANAGEMENT CONSULTING
How to win at the CCMA (14 September 2018)
Dealing with Discipline in the workplace (16,18 and 21st September)

PROFESSIONAL SUMMARY

An innovative professional with experience providing excellent customer service and HR expertise in a full range of business and operational functions. Successfully develop initiatives that align HR strategic programs to advance organizational objectives. Proven ability to work effectively under time sensitive deadlines while successfully managing concurrent assignments. Able to effectively communicate and influence change with all levels of staff. Demonstrated ability to achieve results in a fast-paced, competitive environment with the ability to advise, influence, implement and guide clients to apply HR management principles and knowledge successfully to Executives, Managers and Employees. Team player with passion for career development and growth in an organization with excellent judgment and interpersonal skills to handle complex issues in fast paced environments. Eager to bring my expertise in conflict resolution, performance management, and employee development to your organisation.

PROFESSIONAL WORK EXPERIENCE

METIX SMS GROUP | JULY 2017 – CURRENT | SENIOR HR BUSINESS PARTNER

- Develop and implement forward-thinking HR strategies that align with and drive the organization's business objectives.
- Build and maintain strong relationships with key stakeholders, acting as a trusted advisor to senior leadership.
- Oversee and optimize daily HR operations, ensuring the effective implementation of HR policies, programs, and best practices.
- Champion continuous improvement in HR processes, enhancing efficiency and organizational effectiveness.
- Lead talent acquisition, development, and retention initiatives to maintain a robust and dynamic talent pipeline.
- Promote a culture of continuous learning and development, ensuring employees have ample opportunities for growth and advancement.
- Drive initiatives that foster a positive and inclusive workplace culture, boosting employee engagement and satisfaction.
- Lead organizational change management efforts, ensuring smooth transitions with minimal disruption.
- Ensure HR policies and practices are fully compliant with all relevant laws and regulations, proactively mitigating HR-related risks.
- Conduct market research and benchmarking to maintain a competitive compensation strategy.
- Implement and manage comprehensive performance appraisal systems, providing constructive feedback and supporting employee development plans.
- Serve as the primary point of contact for employee relations, offering expert guidance, counselling, and conflict resolution.
- Investigate and address employee complaints, fostering a positive and inclusive workplace environment.
- Advise line management on labour relations matters, ensuring consistent application of disciplinary procedures.
- Manage and facilitate all external training programs, from sourcing institutions to tracking and evaluating outcomes.
- Mentor, coach, and support employees to ensure consistently high standards of performance and delivery.
- Oversee BBBEE compliance, manage annual audits, and ensure the timely execution of the BBBEE plan.

REASON FOR LEAVING: Looking for a new role that will offer me growth and development.

KEY COMPETENCIES & SKILLS

My academic studies, formal and informal work experience have contributed towards the development of the following skills:

COMPUTER SKILLS: Microsoft Office Suite (MS Word, Powerpoint, Excel, Access & Outlook).
INTERPERSONAL SKILLS: Can read interpersonal dynamics accurately.
ANALYTICAL AND RESEARCH: Demonstrates an ability to identify, scrutinize, improve, and streamlining complex work processes through analytical thinking and analysis.
COMMUNICATION: Possesses very good interpersonal skills, able to develop and manage relationships with internal and external stakeholders. Strong writing ability, with well-developed presentation skills
ORGANIZATION: Able to plan and prioritize tasks efficiently. Displays an ability to remain objective in difficult situations. handling multiple demands and competing priorities.
PROBLEM SOLVING: Applies initiative and logical thinking to solve problems and overcome difficulties. Demonstrates flexibility when unexpected obstacles occur, and always tries to find ways to improve processes.
TEAMWORK: Works confidently and effectively in a group. Able to respect and facilitate the contributions of team members. Possesses the ability to negotiate, to achieve optimal outcomes, through motivating and supporting team members.
PRESENTATION SKILLS: Confidently articulate ideas to different audiences; develop and prepare materials.
STRATEGIC SKILLS: Establishing objectives, actions, required resources.
LEARNING CAPABILITY: Able to quickly grasp and use new abstract, conceptual information.
SELF-MOTIVATION: Highly committed; strong followthrough; energetic, resilient.
FOCUS: Able to see and work towards big-picture outcomes.
RESULTS DRIVEN: Set high performance standards for self and others.
LEADERSHIP, ORGANISATIONAL AND ADMINISTRATIVE SKILLS: Strategic and logical thinker, enjoy taking initiative and coordinating the combined efforts of a team in order to achieve a common goal

PROFESSIONAL WORK EXPERIENCE continued…

SOUTH AFRICAN EXPRESS AIRLINE | JULY 2011 – JUNE 2017 | HR BUSINESS PARTNER

- Drove strategic business partnering with senior management to optimize people outcomes.
- Handled employee relations, addressing concerns, grievances, and conflicts while maintaining a positive work environment.
- Managed CCMA cases, representing the company, and handled case preparation, including documentation and witness preparation interviews.
- Assisted in employee relations investigations, maintaining a thorough and unbiased approach.
- Established appraisal processes and drove performance improvement through effective performance management.
- Created and implemented initiatives to boost employee engagement and gather feedback for continuous improvement.
- Crafted and enforced HR policies and procedures aligned with labor regulations through rigorous evaluation and improvement.
- Collaborated with operations in workforce planning to ensure effective staffing and scalability.
- Promoted diversity and inclusion through various programs, fostering a progressive and inclusive work environment.
- Aligned HR strategies with organizational goals by collaborating closely with senior management.
- Executed ad hoc HR projects successfully, demonstrating adaptability and problem-solving abilities.
- Supervised the implementation of Employment Equity (EE) plans, ensuring compliance and effectiveness.
- Prepared monthly HR trend reports and provided strategic advice to relevant departments.
- Offered strategic and tactical guidance to stakeholders on people management challenges to align with business objectives.
- Established and monitored medium to long-term HR objectives within business units, tracking progress toward strategic goals.
- Facilitated performance management discussions and provided guidance to General Managers for effective implementation.
- Oversaw the management of poor performance, embedding performance evaluation and contracting across all levels.
- Monitored and aligned personal development programs with business-specific training needs and oversaw their rollout.
- Ensured learning programs and solutions designed by Organizational Development (OD) met pertinent learning requirements.
- Managed the recruitment and selection process, ensuring compliance with company policy and legislation.
- Provided consultation and advisory services on employee relations matters within the business.

REASON FOR LEAVING: Offered a Senior HRBP job opportunity.

CELL C | DECEMBER 2010 – JUNE 2011 | HUMAN RESOURCES CONSULTANT

- Partnered with senior leadership to execute HR strategies that supported business objectives and drove organizational success.
- Managed and facilitated the recruitment process, including sourcing candidates, selecting agencies, negotiating fees, conducting interviews, negotiating contracts, and overseeing onboarding.
- Successfully managed employee relations issues, reducing grievances and fostering a positive work environment.
- Assisted in CCMA case preparation, including documentation and conducting witness preparation interviews.
- Conducted thorough and unbiased employee relations investigations.

REASON FOR LEAVING: Left shortly after 6 months due to a restructure in the organisation.

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TECHNICAL CAPABILITIES

- Strategic workforce planning.
- Employee engagement & development.
- Performance management.
- Conflict resolution.
- Leadership & influencing.
- Organisational change management.
- Data analysis & HR metrics.
- Cross-Functional Collaboration.
- Employee Morale & Retention.
- Leadership Consulting.
- Program Development.
- Staff Training & Development.
- Strategic Planning.
- Business Needs Analysis.
- Conflict Resolution.
- Talent Acquisition
- Compliance & Labour laws
- Employee Well-Being
- Training & Development
- BBBEE
- Reporting & Analysis
- Organisational Development
- Relationship Management
- Diversity & Inclusion
- Strategic HR Partnering
- Culture and Change Leadership

BEHAVIORAL CAPABILITIES

- Achievement Orientation
- Adaptability
- Agility
- Analytical Thinking
- Attention to Detail
- Business Perspective
- Collaborating with Others
- Continuous Learning
- Creativity and Innovation
- Data Literacy
- Decision Making
- Emotional Intelligence
- Managing Resources
- Negotiating
- Networking
- Organizational Awareness
- Partnering
- Planning and Organizing
- Presentation
- Problem Solving
- Project Management
- Resilience
- Team Leadership

PROFESSIONAL WORK EXPERIENCE continued...

TIGER BRANDS (PTY) LTD | MARCH 2009 – NOVEMBER 2009 | SENIOR HUMAN RESOURCES PRACTITIONER

- Ensured strict adherence to performance management frameworks.
- Guided line managers on effective performance management practices.
- Supported business learning, development, and skills transfer strategies.
- Managed ad-hoc performance interventions to address specific challenges.
- Cultivated a culture of collaboration and teamwork across the organization.
- Facilitated organizational structure development, job profiling, and transition plans.
- Provided strategic insights for retention, motivation, and employee development efforts.
- Promoted a collaborative and solution-oriented approach across functions and HR teams.
- Facilitated communication between management and union representatives to maintain positive labour relations.
- Actively participated in HR and business unit leadership teams, enhancing team skills and capabilities.
- Monitored compliance with processes and addressed performance-related issues proactively.

REASON FOR LEAVING: Offered a job opportunity within Telecomms.

EARLIER CAREER HISTORY

MULTICHOICE (M-NET)
October 2005 – September 2009
Human Resources Practitioner

SOUTH AFRICAN AIRWAYS
October 2002 – May 2003
Employee Relations Specialist

SOUTH AFRICAN AIRWAYS
February 1996 – September 2002
Flight Operations Officer

KATHY WHITE PERSONNEL AGENCY
January 1995 – August 1995
Personnel Consultant

REFERENCES

To be made available upon request.