

INTERNAL/EXTERNAL VACANCY ADVERTISEMENT

Business Unit: Corporate Services		Date: 13 May 2022
Job Title:	Human Resources Officer	
Reporting to:	General Manager: Human Resources	
Job Grade:	C3	
Duration:	Permanent	

Brief Outline of Duties:

The incumbent will report to the General Manager: Human Resources and will be charged with the responsibility to coordinate and maintain all Human Resources practices to ensure that internal/external stakeholders receive professional, effective and efficient support services in line with the Human Resources Strategy.

KEY PERFORMANCE AREAS (Among others)

1. Provision of advise and guidance on all employment laws and internal HR policies and procedures.
2. Training and Development/Skills Development
3. Individual Performance Management
4. Employee/Industrial Relations
5. Employee Wellness Programmes
6. Recognition, Rewards and benefits responsibilities
7. Recruitment and Selection/Talent Acquisition
8. Facilitate change management initiatives
9. HR reporting

KwaZulu-Natal Office

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JOB SPECIFICATION

Educational and / or Technical Competencies:

National Diploma in Human Resources Management/Development or Industrial Psychology or equivalent qualification. A bachelor's degree in Human Resources Management/Development would be advantageous.

Experience:

Minimum of 2 – 3 years in Human Resources Management experience
Experience in SAGE/ VIP/ SAP & ESS packages are advantageous.

PROFESSIONAL COMPETENCIES

- Research and development
- Programme and project management
- Ability to work in a diverse environment, inspire team spirit and resolve conflicts
- Ability to support and guide staff, work with sensitive information
- Management skills
- Computer literate at an intermediate level
- Good writing and communication skills
- Good time-management

PERSONAL ATTRIBUTES

- Extremely high level of confidentiality and integrity
- High level of attention to detail and a desire to drive quality
- Responsiveness
- Inclusivity
- Professionalism
- Judgement

Closing date: 03 June 2022 @ 00h00.

To apply for this position, kindly submit your motivation letter, curriculum vitae and copies of educational qualification. Application for the position can be emailed to hr1@tikzn.co.za.

TIKZN subscribes to the principles of employment equity in its recruitment processes. People with disability are encouraged to apply for these positions. Prospective employees will be subjected to competency assessments and security vetting as part of the selection process.

NB: Applicants who have not received any correspondence from us within three (3) months of the closing date can consider their applications unsuccessful.

(PLEASE QUOTE THE POSITION NAME AND REFERENCE NUMBER ON YOUR APPLICATION SUBJECT LINE)