

JOB DESCRIPTION

DESIGNATION	Human Resources Practitioner
Reporting to	Corporate Services Manager
Department	Corporate Services – HR
Location	Head Office, Pretoria

Compiled by	Corporate Services Manager
Approved by	
Status	Draft
Sources	Source documentation
Grade	TBC

OUTPUT PROFILE

Purpose	To provide Human Resources support for Agreement
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Key Performance Area	Performance Outputs
Human Resources Management	<ul style="list-style-type: none"> • Provide support iro the designated operational and delegated management responsibilities of the Human Resources Division inclusive of HR Development & Talent Management, Remuneration & Benefits, HR Administration, Performance Management and Recruitment • Facilitate the management and promotion of fair and sound Labour Relations • Manage special programmes such as HR Planning, Employee Health and Wellness (EHWP) • Drive performance outcomes and compliance • Optimise the achievement of service delivery through operational support • Review, interprete and implement HR policies and procedures • Facilitate organisational transformation and change management initiatives • Monitor and evaluate the implementation of HR strategies • Provide advisory services to management on HR matters • Manage organisational performance management system
Governance	<ul style="list-style-type: none"> • Establish an integrated internal control systems (including policies) • Monitor and review HR risk plan • Monitor compliance to all HR related legislation • Attend to all HR related audit matters
Innovation, excellence and transformation	<ul style="list-style-type: none"> • Ensure implementation of processes that capture and exploit innovative opportunities. • Set, standardise acceptable practices. Ensure efficient management of interfaces. • Ensure transformation within the area of responsibility to execute Agreement's mandate.
People Management and Leadership	<ul style="list-style-type: none"> • Ensure a positive and constructive culture • Maintain high level of confidentiality • Ensure participatory democracy and Batho Pele principles through a caring, accessible and accountable service • Develop PDP's to promote succession and talent retention for the organisation • Provide sufficient resources in support of targets and objectives. • Ensure effective management and utilisation of resources. • Ensure effective utilisation of the division's budget
Ad Hoc Duties	Perform any and all reasonable tasks given by the CS Manager

REQUIREMENTS DESCRIPTION & STRUCTURE

<p><u>Qualifications & Experience:</u></p> <ul style="list-style-type: none"> A 3-year National Diploma or B Degree in HRM/HRD, Industrial Relations or equivalent is a minimum requirement 3-5 years' experience as HR Generalist/Practitioner Experience in SAGE is advantageous 	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> HR legislation (EEA, BCEA, LRA, PFMA, Batho Pele Principles, White Paper on Transformation, etc.) HR Systems Performance management Report writing Project management Policy development and review HR risk management
<p><u>Skills Required:</u></p> <ul style="list-style-type: none"> Extremely organized, detail oriented and efficient Ability to manage tight deadlines and punctual heavy workload Problem solving and decision making Strong interpersonal skills, excellent communication and reporting capability Self-directing Ability to work efficiently in a broad cultural spectrum Presentation and facilitation skills Forward thinking Networking skills Analytical skills 	<p><u>Competencies Required:</u></p> <ul style="list-style-type: none"> Planning and organizing Change management Deadline driven Attention to detail Conflict handling/ negotiation Stress tolerance Able to follow rules and regulation diligently
<p><u>Position Measures</u></p> <p><u>FINANCIAL MEASURES</u></p> <p><u>UNIT MEASURES</u></p> <p><u>PEOPLE MEASURES</u></p> <p>Direct Reports: <input style="width: 50px; height: 20px; border: 1px solid black;" type="text"/></p> <p>Indirect Reports: <input style="width: 50px; height: 20px; border: 1px solid black;" type="text"/></p>	<p><u>Organogram</u></p> <div style="text-align: center; margin-top: 20px;"> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto 10px auto;"> CORPORATE SERVICES MANAGER </div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> HUMAN RESOURCES PRACTITIONER </div> </div>



3 rd Party Staff	
SIGN OFF	

Incumbent

Line Manager

HR Representative

Date Signed

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.