

HRBP : Permanent
Remuneration : R542 805.90 per annum (All-inclusive Cost to Company)
Reference number : ASA00047/2021

Purpose:

To provide support in respect of the designated operational and delegated management responsibilities of Human Resources at Agreement, inclusive of HR Development & Talent Management, Remuneration & Benefits, HR Administration, Performance Management and Recruitment.

Duties and Responsibilities Include (but are not limited to):

- Provision of HR administration support to the business, HR record maintenance, leave administration, HR system maintenance and administration, and payroll administration.
- Support the business in succession planning, retention and staff development by liaising with line management to identify potential successors for critical positions and to provide guidance on the development of the identified successors.
- Provide advice to line management in addressing staff matters (i.e. grievances, disciplinaries, etc.) in the provision of solutions in conjunction with the Executive Manager: Corporate Services
- Monitor the engagement of employees on changes taking place within the organization.
- Review, interpret and implement HR Policies and procedures.
- Monitor and evaluate the implementation of HR strategies.
- Facilitate the management and promotion of fair and sound Labour Relations.
- Responsible for staff induction programme.
- Completion and submission of all statutory HR reports.
- Liaise with benefit service providers in the development and renewal of schemes and MOU's to reduce risk to the business.
- Provide required information and updates on all employee benefits available to ASA




staff.

- Manage special programmes such as HR Planning, Employee Health and Wellness (EHWP).
- Facilitate organizational transformation and change management initiatives.
- Develop PDP's to promote succession and talent retention for the organisation.
- Manage and organize all staff training requirements and the delivery thereof.
- Responsible for Workplace Skills Plan.
- Manage the organizational performance management system.
- Drive performance outcomes and compliance.
- Manage the Recruitment process for ASA.
- Establish an integrated internal control system – including policies.
- Monitor and review the Human Resources risk plan.
- Monitor compliance to all Human Resources related legislation.
- Attend to all Human Resources related audit matters.
- Set, standardize acceptable practices. Ensure efficient management of interfaces.
- Ensure transformation within the area of responsibility to execute ASA's mandate
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.
- Provide sufficient resources in support of targets and objectives.
- Ensure effective management and utilization of resources.
- Ensure effective utilization of the unit's budget.

Qualifications and Experience:

- A 3-Year National Diploma or B Degree in HRM/HRD, Industrial Relations
- 5 years' experience as an HR Generalist
- Experience in SAGE HR (Pastel Payroll) – critical

Skills and competencies:

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- HR Legislation (EEA, BCEA, LRA, PFMA, Batho Pele Principles, White Paper on Transformation, etc.)
 - HR Systems
 - Performance Management
 - Project Management
 - Knowledge of remuneration HR related policies and procedures;
 - Ability to maintain a high level of accuracy in preparing and entering information and attention to detail;
 - Report Writing
 - Knowledge and understanding of the relevant system and the impact of transactions captured on other systems;
 - Ability to work with sensitive and confidential information and maintain the utmost confidentiality in employee information;
 - Record keeping skills;
 - Strong customer service focus and ability to communicate effectively with employees and management;
 - Data Analysis;
 - Presentation Skills;
 - Problem solving Skills;
 - Ability to work independently with minimal supervision; and
 - Coordination Skills.

Application process

The candidate will be subjected to integrity checks before appointment is made. Interested parties should forward their CV's with your name, surname, position title and reference number on the subject line (**e.g. Antoinette Gerber: Position interested in: Reference no: ASAxxxxx**) to email address recruitment@agrement.co.za by no later than **10 May 2021 at 16h30**.

Agrément South Africa is committed towards increasing the representation of marginalized groups in line with its Employment Equity Policy.

Please note that correspondence will be limited to shortlisted candidates only.

Applications must be sent to recruitment@agrement.co.za.

Agrément South Africa reserves the right not to make any appointment.

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