



Requires the services of an

HR PRACTITIONER

to join our dynamic firm

1. Main Areas of Responsibility:

- Daily administration (leave records, leave calculations and forfeiting, filing, employee records, exit processes, benefits administration)
- Facilitation of the performance management system (updating of profiles, collection of data, finalisation of annual report)
- Organisational development (auditing and updating of policies, induction of new staff, review of contracts to keep it current, remaining a competitive brand)
- Recruitment and selection (adverts, screening, interviews and arrangements, assessments, preparation of contracts)
- Training and Development (accurate records of all training, completion of the ATR and WSP, implementation of a training programme, tracking of bursary beneficiaries)
- Labour Relations (assisting with discipline and grievance matters, training and guidance to management staff)
- Compliance (EE - development and updating of the EE Plan, submission of the EEA2 and EEA4 annually, ensuring compliance with policies and procedures)
- Best practice implementation as per the industry

| Qualifications | Skills and Attributes |
|--|--|
| Bachelors/ Honors degree in HR/ Psychology/ Business Administration | A calm and professional manner. Excellent computer and administration skills – strong administrative skills. A flexible and adaptable approach to work. The ability to use your own initiative Able to manage high stress environment and various activities at the same time Very much attention to detail focussed Ability to work with all people and at all levels in the organisation Must be meticulous and have a string drive for quality and self-management. Must be results-driven Confidentiality, tact and discretion |

Competencies

| | |
|----------------------------------|--|
| Attracts top talent | Attracting and selecting the best talent to meet current and future business needs |
| Develops talent | Developing people to meet both their career and the organisation's goals |
| Communicates effectively | Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences |
| Drives engagement | Creating a climate where people are motivated to do their best to help the organisation achieve its objectives |
| Drives vision and purpose | Painting a compelling picture of the vision and strategy that motivates others to action |
| Optimises work processes | Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement |
| Manages complexity | Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems |

2. **Position and Industry:**

Based in Pretoria

To start immediately

Preference will be given to EE candidates

3. **Salary:**

Market Related

E-Mail CV's to: hr@rwafrika.com

Attention: Zylia du Plessis

Subject: HR Practitioner