



Law firm requires the services of a **Human Resources Manager to join our dynamic** firm. Must be able to work under pressure in a fast paced, legal environment.

KEY PERFORMANCE AREAS:

- Develop and implement an HR Strategy to promote a culture of teamwork, service, high quality, transparency, accountability, innovation and inclusiveness.
- Prepare Strategy policy and procedures
- Understand the HR environment and firm's objectives
- Develop HR planning models to identify talent gaps and develop specific succession planning programs
- Design a compensation package based on business goals and strategy
- Conduct salary and labour market research to define benchmarks
- Create and analyse job descriptions evaluations and classifications
- Provide leadership and coordination for Performance Management and improvement initiatives, ensuring their alignment to improving the Firm's operational and program efficiencies and effectiveness; and ultimately evaluating the impact that these initiatives have on the firm's performance
- Oversee the implementation of key performance measures, core competencies and core values into performance appraisal system
- Oversee and manages all activities related to the performance management cycle and manages all communication, sensitization and monitoring of the process to ensure its effectiveness and relevance to the business needs.
- Develop, initiate and maintain effective programs for workforce retention, promotion and succession planning.
- Develop and implement creative and innovative sourcing strategies and techniques to build a pipeline of qualified candidates.
- Manage full life cycle recruitment (post, source, pre-screen, schedule, background, references, offer, on boarding, etc.).
- Manage all employment contracts for all types of staff, including fixed term contracts, promotions and transfers.
- Manage probation requirements within probation time.
- Manage staff exits inclusive of exit interviews
- Filling of authorised vacancies, Candidate Attorney recruitment and Graduate recruitment.
- Manage and co-ordinate vacation work programs for students as part of graduate development program
- Conduct induction for newly appointed employees / Candidate Attorneys.
- Register all Candidate Attorney's Article of Clerkship registration at the LPC.
- Work with key stakeholders, assisting them in understanding current and future workforce planning requirements.
- Evaluate and partner with management to resolve interpersonal and work-related problems to determine effective mediation techniques, such as coaching, job skill training or intervention.
- Execute transactions related to EE target-setting, engagements, co-ordination and reporting
- Manage relationships with Department of Labour by:
 - Reporting
 - Keeping abreast of new developments
 - Advising business and implementing new requirements
 - Understanding business strategy and align to it
 - Fulfil the role as Skills Development Facilitator and annual reporting.

- Ensure that all employment related Acts (BCEA, LRA, COIDA, OHSA, EE, SDA, UIF) regulations, codes and guides applicable to the firm is well communicated and complied with
- Advise, guide and support managers with all matters relating to employee relations.
- Effective case management of people related issues such as: disciplinaries, performance management, employment tribunals, grievance and absence management.
- Ad hoc projects

MINIMUM REQUIREMENTS:

- A thorough working knowledge of the BCOEA, LRA, SDA,EEA
- Excellent interpersonal skills
- Good written and verbal communication skills
- Accuracy and attention to detail is an essential requirement
- Excellent communication skills.
- Highly organized.
- Superior interpersonal skills.
- Detail-oriented.
- Good problem-solving skills.
- Budget management experience.
- Proficiency in MS Office packages (MS Word, MS Excel, MS Outlook)
- Knowledge of Payroll processing and systems (VIP)

QUALIFICATION/S:

- Bachelor's degree in HR or any related field.
- 7 – 10 years HR generalist experience

REMUNERATION:

Negotiable

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

Attention: Thelma Molefe