

JOB DESCRIPTION

REFERENCE NUMBER:	AP 985
JOB TITLE:	Human Resources Information Systems Manager
LOCATION:	Alice, Bisho and East London
BACKGROUND TO POSITION:	We require a talented and analytical Human Resource Information Systems (HRIS) Manager to supervise the implementation and daily operation of our HRIS. You will perform a range of duties including processing employee data, preparing reports, and developing data processing systems. The successful candidate will ensure that all HR-related systems are regularly updated and compliant with labour regulations. In addition to having excellent written and verbal communication skills, you will also possess in-depth knowledge of HR-related software and databases.
KEY PERFORMANCE AREAS:	➤ Manage the day-to-day activities of our HR Information Systems. ➤ Record and process employee information including annual leave, salaries and working hours. ➤ Support management on structural policy matters related to the HRIS. ➤ Maintain data integrity in systems by regularly analysing data. ➤ Work alongside the IT department to perform regular assessments and improvements to the HRIS. ➤ Design user-friendly processes, guidelines, and documentation. ➤ Oversee all system upgrades and system additions in partnership with the Human Resources Information Technology (IT) department. ➤ Ensure all HR-related systems are compliant with data protection laws.

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INHERENT CRITERIA:

- Master's qualification in degree in Human Resource Management or relevant field.
- A minimum of 7 HRIS experience with 3 years' experience in an HRIS manager position.
- Strong knowledge of labour laws and regulations.
- Practical experience with HR database administration, including payroll systems.
- Good communication and organizational skills.

APPLICATION REQUIREMENTS:

- A letter of motivation.
- A comprehensive CV.
- An abridged CV.
- Names and contact details for at least 3 referees.
- Certified copies of matric and degree certificates and Identity Document.
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To apply please forward your application quoting reference number **AP985** to Genevieve Michel c/o ufh5@talenting.co.za