

JOB DESCRIPTION

REFERENCE NUMBER: AP 983

JOB TITLE: **Human Resources Operations Manager**

LOCATION: Alice, Bisho and East London

- KEY PERFORMANCE AREAS:**
- Guides and manages the overall provision of Human Resources services for the entire company
 - Oversee employment law compliance and compliance to regulatory concerns
 - Preparing or updating employment records related to hiring, transferring, promoting, and terminating
 - Overseeing recruitment efforts for all personnel and facilitating interviews
 - Ensuring new hire paperwork is completed and processed
 - Creating and revising job descriptions
 - Conducting salary benchmarking when required
 - Facilitating annual performance reviews with Directors, Deans and their teams
 - Maintaining and revising the company's online handbook on policies and procedures
 - Maintaining company records and reports
 - Experience with skills reporting and EE reporting advantageous
 - Change management experience

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INHERENT CRITERIA:

- Master's qualification in Human Resources, Business, or a related field required
- 10 years' experience as a Human Resources Manager with 5 years in a management capacity, with full competence in all areas of the HR value chain.
- SABPP membership will receive priority consideration.

Required Skills, Knowledge, and Characteristics

- Demonstrates a high degree of confidentiality in interpersonal interaction
- Assertive and confident
- Familiarity and skill with the tools of the trade in human resources including HRIS and Microsoft Office suite of products
- Strong effective communicator in writing and in interpersonal communication
- High degree of resilience
- Excellent at building relationships at all levels
- Strong inter-personal 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.

To apply please forward your application quoting reference number **AP983** to Genevieve Michel c/o ufh3@talenting.co.za