

## Gauteng Partnership Fund Vacancy Advertisement

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<b>Title of the Job:</b>	<b>Specialist: Human Resource Services</b>
<b>Grade / Level</b>	<b>C (Paterson)</b>
<b>Location:</b>	<b>Sandton</b>
<b>Salary:</b>	<b>Market related</b>
<b>Closing Date:</b>	<b>3 July 2020</b>
<b>Reference Number:</b>	<b>SHRS2020</b>

**Overall Responsibility:** Reporting to the Human Capital Manager, the Specialist: HR Services is responsible for performing HR-related duties on a professional level. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, affirmative action, and employment law compliance. To provide support in the management of the Human Resources in terms of the applicable legislation and ensure compliance.

### Key Performance Areas:

1. Recruitment and Selection
  - Support streamlined recruiting and selection processes.
  - Develop and Implement Employment Equity Plans.
  - Analyse recruitment and turnover trends.
2. Training and Development
  - Facilitate training and development interventions.
  - Leverage training tools and educate managers on training availability.
  - Conduct on-site training as necessary.
  - Ensure all employees have access to appropriate job-related training.
  - Conduct training needs assessments.
  - Liaison with SETA on available training opportunities and submission of ATR/WSP.
3. Performance Management
  - Ensure continuous implementation of the Performance Management System.
  - Actively facilitate performance management process from a training and coaching standpoint and ensure follow-up on performance improvement plans.
4. Employee and Labour Relations
  - Implement and maintain employment relations policies, guidelines and procedure manuals.
  - Facilitate collective bargaining processes.
  - Advise employees and managers on the interpretation of HR policies, programs, and procedures.
  - Assist the HR Manager to investigate employee complaints and work with managers to respond and resolve.
  - Maintain good rapport and working relationships with employees and supervisors to prevent, resolve, and/or cope with personnel issues affecting the workplace.
  - Assist supervisors and managers in handling and resolution of personnel and/or performance issues.
  - Assist with negotiating and interpreting collective bargaining agreements;
  - Assist with advising managers with resolving disciplinaries, grievances and agreements
5. Organisational Development
  - Implement business processes and organizational effectiveness interventions
  - Contribute in the development of effective human resource planning, succession planning, key employee retention design
  - Contribute in the development of change and diversity management initiatives

## 6. Compensation and Benefits

- Facilitate remuneration including employee benefits.
- Oversee the maintenance of remuneration records.
- Assist with communicating benefits to employees as needed.
- Provide market data as requested by managers.
- Ensure company practices comply with the relevant employment laws and regulatory requirements.

## 7. Budgeting

- Provide inputs in the development of the annual HR budget.
- Facilitate the financial resources of HR programmes and projects in accordance with the PFMA.

## 8. System Administration

- Maintain Human Resource Information Systems for the GPF ensuring accurate and timely processing of the payroll and other employee transactions.
- Process monthly payroll for the GPF.

## 9. Personnel Management

- Actively promote the GPF values.
- Provide support in the management of the HR unit.
- Participate in the identification and mitigation of human resource risks
- in the identification and mitigation of human resource risks

**Qualification & Experience:** Degree in Human Resource Management. At least 5 years' experience in the Human Resource management field. Valid driver's license. Professional registration with SABPP will be an added advantage

**Competencies:** • Human resource management value chain applications • Performance Management System applications • Organisational Development • Change Management • Human Resource Development • Employee Relations • Knowledge and understanding of HR related legislation • HR Management in the Public Sector • HR Information Systems and applications (Sage People 300) • Strong Interpersonal relations • Communication (written and verbal) • Project Management • Administration skills • Negotiation and stakeholder management • Analytical skills • Presentation skills • Understanding of Microsoft Office applications • Proactive and self-driven • Responsible • Team player • Strong attention to detail • Ability to multi-task • Working under rapidly changing and pressurized circumstances

***GPF is an equal opportunity, affirmative action employer. Preference will be given to candidates whose appointment will enhance representation in accordance with the approved employment equity plan.***

Correspondence will be limited to shortlisted candidates only. If you do not hear from us within two months of the closing date, please regard your application as unsuccessful. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by GPF. GPF reserves the right not to fill an advertised position. Background verification, including criminal record and citizenship checks, as well as a competency assessment will form part of the selection process. It is the applicants' responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

Applications to be sent to [careers@gpf.org.za](mailto:careers@gpf.org.za) by no later than close of business on Friday, 3 July 2020

