



VACANCY

The National Economic Development and Labour Council (Nedlac) is the vehicle by which Government, labour, business, and community organisations seek to cooperate, through problem-solving and negotiation, on economic, labour and development issues and related challenges facing the country. For more information about NEDLAC, please visit our website: www.nedlac.org.za.

Human Resources Officer

Reporting Line: Human Resources Manager

Location: Gauteng

Closing Date: 20 June 2024

Main Purpose

To render human resource management support services that will sustain the optimum utilization of human resources.

Key Responsibility Areas:

1. Ensure accurate and timeous HR Reporting

- Provide input into the development of the HR plans.
- Provide input for HR Reports i.e., quarterly reports, equity reports, skills development reports, leave and absenteeism trend.
- Maintain HR database and prepare and analyse reports/provide information that is necessary to conduct the functions of the department and organisations management, as necessary or when requested.
- Fully utilise Human Resource system to the organisation's advantage by extrapolating critical information and advice for management.
- Conduct biannual sample audits of employee files and HR database.
- Provide relevant data for reporting on HR section performance, highlighting issues to improve and promote HR processes.
- Providing day-to-day HR administration support to the organisation and department.
- Provide HR leave administration support to the HR manager
- Document management and Filling.
- Provide HR project administration and coordination support.
- Provide secretariat support for HR meetings (HREC, EE and other HR meetings).
- Provide support to the HR Manager on Sage evolution.
- Submit third party information to the relevant benefits service provider.
- Attend to HR queries but not limited to payroll, benefits and leave queries.

2. Employee Lifecycle Management

- Provided support to the HR Manager and Executive Management team in the implementation of end-to-end recruitment process from the placement requisition to the final placement of the new employee as per the standard HR policies and procedures of Nedlac.
- Update and maintain all recruitment files for 3 years.
- Keep records of relevant job descriptions and competencies.

3. Training and Development

- Assist in the development of an annual training plan.
- Assist with arranging staff training sessions, workshops, and activities.
- Prepare, coordinate, facilitate, submit, implement, and report on Workplace Skills Plan and Annual Training Report (WSP/ATR) for PSeta in conjunction with the HR Manager to ensure compliance.
- Maintain training records
- Submit quarterly draft training and development progress report

4. Performance Management

- Assist with the coordination of the performance management process.
- Support managers where required with the performance management process.
- Provide necessary awareness materials to managers and employees i.e., arrange workshops, manuals, provide assistance or guidance where required.
- Monitor progress on performance evaluation completion by due date.
- Collate all completed performance reviews and prepare report summary to be submitted to the HR Manager for approval.

5. Employment terms and conditions oversight and payroll administering

- Update all employee personal and payroll data (e.g., personal details, next of kin, beneficiary forms; etc.)
- Assist in the management of benefits e.g., pension, medical aid, group risk.
- Administering of Payroll on SAGE VIP Premier and ESS support.
- Provide ESS administration support to the department and organisation.
- Provide administrative support of SAGE VIP Premier
- Payroll and Leave management

Minimum Education:

- National Diploma in Human Resources Management/Business Management/ or relevant NQF 6

Minimum Experience:

- At least 3 years' experience in a similar role.

Knowledge & Skills Required:

- Knowledge of South African laws/HR compliance and regulations/Labour Laws and regulations/OHS/POPI Acts/Human Resources Practices.
- Computer skills (MS Office), Communication, and Practical experience of HR Systems.

Professional registrations:

- SABPP/IPM an added advantage

Remuneration Scale: R594 000.00 per annum (all-inclusive package)

Recruiters of distinction is contracted for response handling for the above vacancies on behalf of Nedlac.

Should you wish to Apply for the above position please use the following email address cvs@recruitersofdistinction.co.za where you can submit your application.

Kindly note that should you not receive a response within 21 days please consider your application unsuccessful.

Conditions of service:

NEDLAC is committed to Employment Equity and aims to attract and retain talented individuals to achieve its equity objectives. Therefore, people from designated groups, including those with disabilities, are encouraged to apply.