



MVULA TRUST INTERNAL/EXTERNAL ADVERTISEMENT

DATE POSTED: 25 FEBRUARY 2022

CLOSING DATE: 08 MARCH 2022

JOB TITLE: SENIOR HUMAN RESOURCES OFFICER

DURATION: 24 MONTHS

REGION: HEAD OFFICE (MIDRAND)

Objective of the Position

Provide professional generalist human resources services to ensure that human resources standards, good practices and legislative requirements are effectively and efficiently implemented.

1. Key Responsibilities of the Position

| Main objectives/outputs | |
|--|---|
| Key Performance Areas | Activities linked to each KPA |
| 1. Make inputs in development, implementation, reviewing and updating of Human Resources Strategy | 1.1. Provide inputs into the human resources strategy and plans 1.2. Ensure that the HR activities and day-to-day operations are aligned to the HR Strategy intentions and support the business strategy and long-term goals |
| 2. Maintain and monitor the implementation and updating of the human resources policies and procedures to ensure that policies | 2.1. Lead in drafting of Human Resources policies for recommendation to Board of Trustees' approval 2.2. Workshopping the approved policies and procedures to all employees within the organisation 2.3. Collating inputs from staff on the HR policies for improvement 2.4. Assist in induction processes and ensure that new employees are aware of HR policies and procedures |

| Main objectives/outputs | |
|---|--|
| Key Performance Areas | Activities linked to each KPA |
| 3. Implementing and maintaining the performance management system to ensure that there is an operational and functional system to plan, manage and assess/review the performance of staff | <ul style="list-style-type: none"> 3.1. Conduct training on performance management system 3.2. Provide technical support on the development and review of performance scorecards 3.3. Partaking in probationary review sessions 3.4. Provide assistance to Line Managers on performance management related matters 3.5. Provide support to line managers in the implementation of poor performance processes 3.6. Recommend appropriate employee assistance interventions to address performance issues where relevant |
| 4. Facilitate the recruitment, selection and placement and induction processes | <ul style="list-style-type: none"> 4.1. Ensure compliance with staff recruitment policies, processes and processes 4.2. Conduct shortlisting for advertised positions 4.3. Ensure that all the relevant recruitment processes are followed per recruitment policy, documentation are completed and signed off, including staff requisition forms and adverts 4.4. Coordinate and schedule interviews as required and prepare interview documentation/files 4.5. Compile and coordinate post interview information including letters of appointments and conducting reference checks 4.6. Compile and prepare new employee files and ensure that all relevant documentation is available and properly filed |
| 5. Provide HR operations support to ensure that transactional HR services are provided to required quality standards and turnaround time | <ul style="list-style-type: none"> 5.1. Assist in developing, maintaining and reviewing job profiles to align with organizational strategy 5.2. Maintain employee files and HR records 5.3. Maintain staff attendance system and leave management 5.4. Compiling IoD Reports in compliance to COIDA 5.5. Handle the terminations process (i.e. exit interviews, resignation, dismissal, retirement) in accordance to Policy 5.6. Facilitate climate surveys and implementation of appropriate interventions responding to climate survey results 5.7. Collate, maintain, review and submit Employment Equity Plan, EE implementation reports, conducting EE audits and establishment of EE Committee 5.8. Provide technical advice in the development, review and maintenance of macro and micro organisational structures 5.9. Coordinating employee wellness programmes 5.10. Making inputs in the conceptualisation of, development and delivery of HR projects |

| Main objectives/outputs | |
|---|---|
| Key Performance Areas | Activities linked to each KPA |
| | 5.11. Managing outsourced contracts with service providers so that service providers provide contracted services as per signed service level agreements |
| 6. Develop, implement and maintain remuneration structure and framework to ensure that the Company has a practical and market related remuneration structure and system to offer competitive remuneration packages | <p>6.1. Make inputs in the development, monitor implementation and review remuneration policies</p> <p>6.2. Ensure to adherence to conditions of services</p> <p>6.3. coordinate the job evaluation process (job grading and salary benchmarking), including coordinating and facilitating salary surveys</p> <p>6.4. Maintain the approved job evaluation system</p> <p>6.5. Advise staff on salary structuring and framework, which includes the benefit scheme</p> |
| 7. Serve as a Skills Development Facilitator and provide training and development service to ensure the development of staff in order to meet the identified skills gaps of staff in the Company and comply with applicable legislative requirements. | <p>7.1. Assist in conducting training needs analysis and skills audit, as well as implementing the results and interventions</p> <p>7.2. Compile and submit workplace skills plan and annual training reports</p> <p>7.3. Compile individual/personal learning/development plans (PDP's)</p> <p>7.4. Identify and source appropriate training programmes in accordance to training needs</p> <p>7.5. Evaluate the impact and value (return on investment) of training programmes</p> <p>7.6. Maintain, monitor implementation and reporting on internships and learnership programmes</p> <p>7.7. Serve as secretariat for skills development committee</p> |
| 8. Provide sound labour relations so that good labour relations practices are applied correctly at the Company and to ensure that friendly employment relations are maintained to ensure that possible labour disputes are avoided | <p>8.1. Provide support and appropriate advice to line managers and employees in order to ensure compliance with TMT policies and labour relations regulations and legislation</p> <p>8.2. Support line managers in disciplinary and grievance matters and disputes</p> <p>8.3. Ensure adherence to the conditions of employment/service</p> |
| 9. Administer payroll to ensure that employees are paid on set pay date | <p>9.1. Collate and submit HR inputs to the Payroll service provider to ensure that the payroll information is correct and accurate to enable timely payment of salaries and travel claims</p> <p>9.2. Ensure that all statutory taxes and deductions are appropriately captured on the payroll system</p> |

| Main objectives/outputs | |
|--------------------------------|---|
| Key Performance Areas | Activities linked to each KPA |
| | 9.3. Prepare and process benefit, allowances and salaries to permanent and contract employees respectively 9.4. Process the travel claims for official business against correct cost codes 9.5. Administer leave for inputting on payroll system 9.6. Performing monthly reconciliations of salaries, leave and related accounts 9.7. Preparing the mid-year and year end IRP5's for employee's consolidation |

Interested candidates are requested to e-mail their CVs to: recruitment@themvulatrust.org.za. Please also visit our website at www.themvulatrust.org.za for more information.

PLEASE DO NOT SEND ANY CERTIFICATES, DIPLOMAS OR TESTIMONIALS

N.B Interested candidates must avail themselves at any date, venue and time as determined by the Mvula Trust.

THE MVULA TRUST IS AN EQUAL OPPORTUNITY EMPLOYER. CORRESPONDENCE WILL ONLY BE ENTERED INTO WITH SHORTLISTED CANDIDATES. IF YOU HAVE NOT HEARD FROM US WITHIN 30 DAYS OF THE CLOSING DATE, PLEASE ACCEPT THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL. THE MVULA TRUST RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENTS.

3. Key Requirements of the Position

| | |
|--|--|
| <p><u>Knowledge and Education</u></p> <ol style="list-style-type: none">1. Degree in Human Resources Management, Business, or Organization Development.2. 3+ years of experience working in a payroll office.3. Proficiency in Microsoft Office and payroll software programs.4. Strong numerical aptitude and attention to detail. | <p><u>Experience</u></p> <ol style="list-style-type: none">1. At least 3 years' experience2. In-depth and demonstrable knowledge and understanding of human resources and organisational development3. In-depth and demonstrable knowledge and understanding of labour legislation and regulations (e.g. EE, SDA, SDLA, COIDA, LRA, BCEA, EE etc).4. In-depth and demonstrable knowledge and understanding of different employee benefits administration |
| <p><u>Behaviour and Attributes</u></p> <ol style="list-style-type: none">1. Attention to detail2. Diligent and hard working3. Work independently and manage work pressure well4. Honesty and integrity5. Professionalism and excellent delivery standards6. Time management ability7. Results focused8. Excellent problem solving ability9. Client/Customer orientated10. Ability to multitask | <p><u>Key Competencies and Skills</u></p> <ol style="list-style-type: none">1. Good problem solving and analytical skills2. Good planning and organizing skills3. Good report writing skills and presentation skills.4. Good oral and written communications skills5. Good interpersonal skills6. Good negotiation skills |