

Job Specification

Job Title	Human Resources Officer
Category	Permanent Position
Division	Corporate Services Division
Reporting To	HR Manager
Job Level	Paterson Grade C3
Job Purpose Statement	To support the HR management team with HR administration. To implement the day to day operations of HR administration to ensure that Dube TradePort's HR policies, procedures and programmes are administered and implemented effectively.
Key Performance Areas	<p>Recruitment and Selection</p> <ul style="list-style-type: none"> ● Implementation of Recruitment Policy and Procedures. ● Support the HR management team with their recruitment and selection administration. ● Compile job specification in line with the approved job descriptions. ● Advertise all vacant positions internally and externally. ● Maintain the supplier database of recruitment agencies. ● Liaise with recruitment agencies and other service providers regarding vacancies, job specs and quality candidates. ● Shortlist potential candidates and prepare a Matrix for the Line Manager to review. ● Prepare competency based interview questionnaires for all vacancies and distribute packs to panel members. ● Make arrangements for interviews, propose panel members and arrange for psychometric and skills assessments; and risk assessments. ● Facilitate interviews and record outcomes. ● Communicate and give feedback to internal staff and external parties regarding filling of vacant positions. ● Send out Regret Letters to candidates, timeously. ● Prepare a compliant recruitment file to ensure that there are no audit items. ● Assist with drafting Recruitment Memos and Offer Letters for successful candidates. ● Maintain recruitment records and statistics.

	<ul style="list-style-type: none"> ● Maintain a vacancy tracker that is updated weekly and measures time to hire for each vacancy.
Placement, Salary Administration and Terminations	<ul style="list-style-type: none"> ● Assist with the implementation of employment, working hours and conditions of employment policies and procedures. ● Ensure the effective onboarding of employees by managing the pre-start date arrangement activities, such as office space, laptops, IT access, access cards, relocation, etc. ● Monitor contractor expiry dates and remind Line Managers, should they need to be extended. ● Assist with the creation and maintenance of a compliant personal file for all employees. ● Ensure that all items impacting on the payroll, i.e. placement, salary changes and terminations, are submitted to payroll timeously for capturing and processing on the payroll. ● Assist with conducting exit interviews and capturing outcomes for feedback reports.
Induction Implementation	<ul style="list-style-type: none"> ● Co-ordinate the induction programme for all new employees. ● Distribute evaluation forms to participants in order to get feedback on the induction programme attended. ● Prepare induction evaluation report for submission to the HR management team.
Probation Management	<ul style="list-style-type: none"> ● Facilitate probation management process. ● Prepare a probation matrix to capture information of all employees that are on probation. ● Maintain a record of employees that have completed probation period. ● Distribute probation forms to Line Managers and send them regular reminders to complete the probation period and forward all completed forms to HR for processing. ● Follow up on matters requiring attention. ● Prepare confirmation letters of completion of probation period, for signature of the Senior HR Manager.
Leave Administration	<ul style="list-style-type: none"> ● Assists with the implementation of Leave Administration policy and procedures. ● Assists with the monitoring of absenteeism, do investigations if there are any irregular patterns and trends, report these to the Line Managers and HR management team.

HR Operational Excellence	<ul style="list-style-type: none"> ● Ensure that HR processes are efficient and effective without compromising on ethics, inclusion or guiding principles. ● Ensuring high levels of service delivery.
Employment Equity	<ul style="list-style-type: none"> ● Assists the HR management team with implementation of the Employment Equity Plan and initiatives. ● Compiles Employment Equity Reports and statistics. ● Monthly Reporting. ● Assists the HR management team with the implementation of Diversity management initiatives.
Performance Management	<ul style="list-style-type: none"> ● Assists with the Implements the Performance Management policy and procedures. ● Assist the HR management team with the management of all PMS related submissions on a quarterly basis. ● Assist with capturing of performance assessment scores and drawing of reports, where required.
Training and Development	<ul style="list-style-type: none"> ● Assists with the implementation of the Learning and Development policy and procedures. ● Track and capture PDP's on Learning and Development on the VIP system and draw monthly reports. ● Assist with gathering the information for compiling the Annual Training Report and Work Skills Plan for submission to Services Seta on a monthly and annual basis. ● Maintain a supplier database. ● Facilitate the implementation of the Learning and Development Strategy. ● Ensure Study Assistance Support Agreements are signed and honoured. ● Maintain Learning and Development records and statistics. ● Assist with scheduling training and development events. ● Assist with scheduling Training and Development Committee meetings, compiling and sending out agenda and minutes.
Talent Management and Succession Planning	<ul style="list-style-type: none"> ● Assists with the implementation of the Talent Management and Succession Planning policy and procedures. ● Assist with capturing of talent and succession data and maintaining an updated database of information. ● Assist the HR management team with the implementation of talent development initiatives.

	<p>Employee Relations</p> <ul style="list-style-type: none"> ● Assists with the implementation of relevant legislation, the Code of Conduct, Disciplinary and Grievance policies and procedures and ensures compliance with same. ● Process ER documentation. ● Facilitate the implementation of disciplinary and grievance processes. ● Represent HR Department during disciplinary and grievance procedures. ● Provide ER support to Line Managers and employees.
	<p>General HR Support</p> <ul style="list-style-type: none"> ● Ensures adherence to all HR governance and practice requirements. ● Assist with empowering Line Managers to undertake people management responsibilities. ● Support culture change initiatives. ● Help identify HR risks and suggest appropriate risk prevention measures. ● Perform any other HR and administrative functions as may be required from time to time.
<p>Qualifications, Knowledge, Skills and Competencies Required</p>	<ul style="list-style-type: none"> ● Diploma or equivalent, in Human Resources or similar field. ● Degree in Human Resources or similar field would be an advantage. ● 3 years' experience in the field of human resources as an administrator, officer or generalist. ● Knowledge of recruitment, learning and development and other HR related practices. ● Knowledge of labour-related legislation. ● Proficient in MS Office Suite, especially Excel and Word. ● Excellent planning and organising skills. ● Very high level of attention to detail. ● Ability to deal with sensitive issues with discretion and good judgement. ● Excellent verbal and written communication skills. ● Ability to speak isiZulu, will be an advantage. ● A team player who is able to build relationships and value diversity in business. ● Honesty and discipline, with a strong work ethic. ● Ability to work under pressure and deal with tight deadlines. Also to work with a number of things at one time and at a fast pace. ● Highly service delivery orientated.
<p>Opening Date</p>	<p>10 December 2019</p>
<p>Closing Date</p>	<p>20 December 2019</p>
<p>Employment Equity</p>	<p>Preference will be given to African Female candidates and/or candidates with disabilities, as per DTTC's Employment Equity Plan.</p>

Recruitment and Selection Process

The process will consist of the following steps:

- Shortlisting of CVs based on minimum requirements of the role;
- 1st Round Panel Interview;
- Psychometric Assessment/s; and
- Verification Checks.

Verification Checks

The following verification checks will be conducted:

- Criminal;
- Credit (position of trust) and Financial dealings, if relevant to position;
- Qualifications;
- Reference Checks;
- South African citizen; and
- Positive verification of current remuneration package.

Remuneration and Benefits

R375,547 – R525,790 Annual Basic Salary.

R506-15 Medical Aid Allowance per month.

Company Contribution to Provident Fund and Approved Group Risk Benefit.

Non-guaranteed performance bonus.

20 Working days leave per annum.

Application Forwarding Details

HR@dubetradeport.co.za