# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>DESIGNATION</th>
<th>Human Resources Practitioner</th>
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<tbody>
<tr>
<td>Reporting to</td>
<td>Corporate Services Manager</td>
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<tr>
<td>Department</td>
<td>Corporate Services – HR</td>
</tr>
<tr>
<td>Location</td>
<td>Head Office, Pretoria</td>
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Compiled by: Corporate Services Manager  
Approved by: 
Status: Draft  
Sources: Source documentation  
Grade: TBC

## OUTPUT PROFILE

<table>
<thead>
<tr>
<th>Purpose</th>
<th>To provide Human Resources support for Agrement</th>
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<tr>
<td>Key Performance Area</td>
<td>Performance Outputs</td>
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<tr>
<td>--------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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| **Human Resources Management**             | • Provide support into the designated operational and delegated management responsibilities of the Human Resources Division inclusive of HR Development & Talent Management, Remuneration & Benefits, HR Administration, Performance Management and Recruitment  
• Facilitate the management and promotion of fair and sound Labour Relations  
• Manage special programmes such as HR Planning, Employee Health and Wellness (EHWP)  
• Drive performance outcomes and compliance  
• Optimise the achievement of service delivery through operational support  
• Review, interpret and implement HR policies and procedures  
• Facilitate organisational transformation and change management initiatives  
• Monitor and evaluate the implementation of HR strategies  
• Provide advisory services to management on HR matters  
• Manage organisational performance management system   |
| **Governance**                             | • Establish an integrated internal control systems (including policies)  
• Monitor and review HR risk plan  
• Monitor compliance to all HR related legislation  
• Attend to all HR related audit matters                                                                                                                   |
| **Innovation, excellence and transformation** | • Ensure implementation of processes that capture and exploit innovative opportunities.  
• Set, standardise acceptable practices. Ensure efficient management of interfaces.  
• Ensure transformation within the area of responsibility to execute Agreement’s mandate.                                                                              |
| **People Management and Leadership**       | • Ensure a positive and constructive culture  
• Maintain high level of confidentiality  
• Ensure participatory democracy and Batho Pele principles through a caring, accessible and accountable service  
• Develop PDP’s to promote succession and talent retention for the organisation  
• Provide sufficient resources in support of targets and objectives.  
• Ensure effective management and utilisation of resources.  
• Ensure effective utilisation of the division’s budget                                                                                                     |
| **Ad Hoc Duties**                          | Perform any and all reasonable tasks given by the CS Manager                                                                                                                                  |
REQUIREMENTS DESCRIPTION & STRUCTURE

Qualifications & Experience:
- A 3-year National Diploma or B Degree in HRM/HRD, Industrial Relations or equivalent is a minimum requirement
- 3-5 years’ experience as HR Generalist/Practitioner
- Experience in SAGE is advantageous

Knowledge:
- HR legislation (EEA, BCEA, LRA, PFMA, Batho Pele Principles, White Paper on Transformation, etc.)
- HR Systems
- Performance management
- Report writing
- Project management
- Policy development and review
- HR risk management

Skills Required:
- Extremely organized, detail oriented and efficient
- Ability to manage tight deadlines and punctual heavy workload
- Problem solving and decision making
- Strong interpersonal skills, excellent communication and reporting capability
- Self-directing
- Ability to work efficiently in a broad cultural spectrum
- Presentation and facilitation skills
- Forward thinking
- Networking skills
- Analytical skills

Competencies Required:
- Planning and organizing
- Change management
- Deadline driven
- Attention to detail
- Conflict handling/negotiation
- Stress tolerance
- Able to follow rules and regulation diligently

Position Measures

Organogram

FINANCIAL MEASURES

UNIT MEASURES

PEOPLE MEASURES

Direct Reports:

Indirect Reports:
3rd Party Staff

SIGN OFF

Incumbent

Line Manager

HR Representative

Date Signed

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.