

## ANNEXURE A - JOB DESCRIPTION FORM

### Position Description

**Job Title:** Human Resource Manager

**Employment Status:** Fixed Term Contract with 6 month's probation.

**Reporting to:** CEO

#### What is the overall purpose and objective of this position?

The Human Resource Manager is responsible for overseeing all aspects of the human resources function within the organization. This includes recruitment, employee relations, performance management, compliance with labour laws, benefits administration, and fostering a positive workplace culture.

#### List of tasks and responsibilities:

The main priorities and responsibilities of the Human Resource Coordinator will include:

##### Recruitment and Staffing:

- Develop and implement recruitment strategies to attract and retain top talent.
- Conduct interviews, assess candidate qualifications, and make hiring recommendations.

##### Employee Relations:

- Provide guidance and support to employees on HR-related matters.
- Address employee grievances and ensure resolution in accordance with company policies and employment laws.

##### Performance Management:

- Oversee the performance appraisal process.
- Identify and address employee development needs.
- Develop and maintain performance improvement plans.

##### Compliance and Policies:

- Stay current with labour laws and ensure the organization's compliance.
- Develop, update, and enforce HR policies and procedures.

##### Compensation and Benefits:

- Manage compensation structures, salary reviews, and bonus programs.

##### Training and Development:

- Identify training needs and coordinate employee training and development programs.
- Encourage a culture of continuous learning and development.
- Assist with the application of relevant SETA grants.

##### Employee Engagement and Culture:

- Promote a positive workplace culture.
- Organize events and activities that boost employee morale and engagement.

**HR Metrics and Reporting**

- Maintain HR records and prepare reports on key HR metrics for management review.

**Does this position have access to confidential information? Yes**

**Key Competencies:**

Candidates should display the following core behavioural competencies:

- **Leadership:** Strong leadership and management skills to lead the HR team effectively.
- **Communication:** Excellent communication skills, both written and verbal.
- **Problem Solving:** Ability to identify issues and develop creative solutions.
- **Conflict Resolution:** Skilled in resolving employee conflicts and issues.
- **Ethical Conduct:** Maintaining the highest ethical standards and confidentiality.
- **Strategic Thinking:** Ability to align HR practices with the organization's strategic goals.
- **Adaptability:** Able to adapt to changing business and workforce needs.
- **Collaboration:** Strong teamwork and collaboration skills.
- **Technical Proficiency:** Proficient in HR software, data analysis, and reporting tools.
- **Compliance Knowledge:** In-depth understanding of labour laws and regulations.
- **Change Management:** Proficient in managing organizational change.

**Reporting Lines**

**Reporting To – CEO**

**Reporting In – HR Team**

Other: