



INTERNAL VACANCY!

HUMAN RESOURCES MANAGER

Remuneration: **NEGOTIABLE**

Southern African Youth Movement is looking for a dynamic **Human Resources Manager**.

Requirements:

- N5 Qualifications in HRM/HRD, Industrial Relations or equivalent is a minimum requirement • 3-5 years' experience as HR • Supervisory experience would be an advantage. • HR Administration. • Compensation and employee benefits. • Policy development & interpretation. • Payroll parameter specification. • Payroll systems, • Computer literacy is a pre-requisite (MS Word, Excel or equivalent). • Knowledge of Pastel is desirable, • Good communication and negotiating skills. • Good planning and organisational skills required. • Excellent inter-personal skills and ability to motivate others and to work in a multicultural environment. • Client Service orientation and relationship building.

Competences:

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

Duties Include but not limited to:

HR Manager Responsibilities Include: Developing and implementing HR strategies and initiatives aligned with the overall business strategy. * Bridging management and employee relations by addressing demands, grievances or other issues. * Managing the recruitment and selection process. Provide support to 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

Application process:

CV's with a covering letter and certified copies of certificates should be forwarded to the executive Director. The closing date for submission of CV's is **28th February 2019**