

HUMAN CAPITAL GENERALIST

(Total cost to Company: R 789 807.47 per annum)

The Council for the Built Environment (CBE), located in Hillcrest, Pretoria, has the above permanent position available for immediate appointment.

JOB PURPOSE

To provide a holistic human capital service to the organisation.

KEY RESPONSIBILITIES:

1. RECRUITMENT AND SELECTION

- Obtains recruitment requisitions from line management.
- Compiles and places recruitment advertisements both internally and externally.
- Consolidates competency based interview dimensions to form interview guides.
- Facilitates screening, shortlisting and candidate interviews for Line Managers.
- Informs unsuccessful candidates of the outcome of their interviews.
- Facilitate the vetting process of the candidates and Conducts reference checks.
- Prepares recommendations for successful candidates based on interview panel inputs for submission.
- Drafts Letters of Appointments.
- Negotiates start dates with successful applicants.

2. CAPACITY BUILDING

- Prepare and submit the Workplace skills plan the Annual Training Report
- Conducts training needs analysis and skills audits.
- Draws up annual training plans.
- Coordinates training in line with the training plan.

- Conducts employee induction.
- Assists and guides line managers with coaching and mentoring initiatives.
- Performs post training evaluation and assessment.
- Assists management with individual development plans.
- Assists management with succession planning.
- Facilitates bursary applications.

3. PERFORMANCE MANAGEMENT

- Drive the strategic objectives and policies to enable the Human Capital department to successfully achieve its mandate in relation to all performance management activities.
- Ensures that all employees have signed performance agreements.
- Assists Managers in developing performance indicators for their employees.
- Guides Managers during contracting meetings with employees.
- Coordinates and guides performance management process.
- Ensures adherence to performance management guidelines.
- Reviews performance ratings in relation to portfolio of evidence to ensure compliance with policy.
- Captures performance ratings onto system.
- Facilitates moderation of performance results.

4. EMPLOYEE RELATIONS

- Provides advice on labour related issues to management.
- Facilitates disciplinary, grievance and appeal hearings.
- Assists management with all progressive disciplinary issues.
- Ensures adherence to all Human Resource policies and procedures and SA legislation.
- Prepares cases and represents CBE at CCMA.

- Liaises with attorneys on complex labour matters.
- Keeps abreast of legislative changes and advises Managers on such changes.

5. EMPLOYEE WELLNESS

- Addresses all queries in relation to the employee wellness service with the service provider.
- Makes referrals to Service Provider for employees needing assistance.
- Prepares wellness calendar and coordinates wellness initiatives in accordance.
- Posts wellness articles on intranet

6. STATUTORY REPORTING AND ADHOC

- Prepare Employment Equity plan and reports.
- Manage all HR Audit requests.
- Assists with monitoring and implementation of HR projects.
- Keeps abreast of human resource best practices.
- Receives employee information in relation to change in particulars and forwards to payroll for capturing.
- Handle salary negotiations and policy reviews.
- Prepares human resource reports upon request.

REQUIREMENTS AND COMPETENCIES:

- 3-year National Diploma in Human Resource Management / Industrial Psychology (NQF 6) or related / relevant field.
- Postgraduate degree in Employee Relations/ Labour Law / Certificate/Diploma in Dispute Resolution will be an added advantage.
- 6 years' experience in Human Resources environment which 3 years must be in labour relations demonstrating full competence in all areas of the ER value chain.
- Experience working in a similar role in a complex unionized environment.

- Significant high-level experience in dispute resolution including mediation, arbitration and negotiation.
- CCMA representation experience
- Strong knowledge of Labor Law employment practices, policies, as well as compensation, and benefits administration
- Sage 300 practical experience on HR Modules
- Excellent verbal & written communication skills
- Interpersonal
- Problem Solving
- A valid driver's license

Applications must be submitted, with a detailed CV quoting the title of the position, by e-mail to hradmin@cbe.org.za by 19 May 2023. Applicants not contacted within four (4) weeks of the closing date should consider their application unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

People with disabilities are encouraged to apply.

The CBE is committed to achieving and maintaining diversity and equity employment, especially of race, gender, and disability.