

HUMAN CAPITAL OFFICER

(Basic Salary + Benefits: R 372 668.82 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 an effective and efficient integrated Human Capital function to CBE, by carrying out best practices Human Capital function.

KEY RESPONSIBILITIES:

1. ADMINISTRATIVE SUPPORT IN THE IMPLEMENTATION OF HUMAN CAPITAL STRATEGIES

- Assist in advising the CBE with regards to actions that they need to take regarding Human Capital strategies on an annual or ad hoc basis.
- Act as a consultant to them on an ongoing basis.
- Assist in collecting feedback from line managers of other departments to ensure monitoring of the human capital strategy and its integration into the functions of the departments.
- Assist with the problems that the departments experience with regards to the implementation and use of the human capital strategy, on an ad hoc basis.
- Contribute to the formulation of policies and procedures in the organization, by developing new policies and procedures, and adapting old policies and procedures when such a need arises.

2. HC SUPPORT AND RECRUITMENT

- Act as a Consultant to other departments with regards to HC issues to ensure an efficient HC support service:
 - Conduct regular meetings with the departments and be readily accessible to the departments.
 - Constantly provide relevant updates and information and training if necessary.
 - Recruitment of staff in accordance with CBE's policies and procedures and the relevant legislation.

- Conducting all recruitment processes e.g. Place advertisement internally or engage with employment agencies for external advert.
- Coordinate response handling: receive all CV's, shortlisting candidates, prepare interviews, conducting interviews and ITC and reference checks.
- Compile regret letters to notify unsuccessful candidates or compile documentation for approved new hire.
- Compile letter of appointment/ employment contract
- Receive signed letter of appointment from the candidate

3. GENERALIST RESPONSIBILITIES

- Attend to HC general functions such as recruitment and selection, industrial relations, training and development, and all other general HC functions other than the payroll.
- Constantly learn about the HC profession, by subscribing to the relevant publications and by attending and participating in relevant training.
- Relay all new information gained to the HC Manager so that suitable strategies can be developed and implemented.
- Attend to HC projects e.g. by assisting with aligning of company structures by visiting units or conducting 1 on 1 interview with individuals for writing job profiles.
- Keep up to date and stay abreast of labour legislation and procedures with regards to all HC practices, by attending and participating in training, and by subscribing to and reading the appropriate publications.
- Advise the department on the latest HC legislation.

4. DATA CAPTURING AND ADMINISTRATIVE DUTIES

- Assist payroll with queries in overtime, leave etc.
- Liaise with CBE benefits administrators regarding pension fund administration and medical aid queries
- Facilitate the monitoring of leave and policy adherence of the Council for the Built Environment.

REQUIREMENTS AND COMPETENCIES:

- Three-year National Diploma in HRM, Public Management, Business Administration, Management or equivalent (NQF 6).
- 3 years' experience in human capital environment
- Sage 300 practical experience on HR Modules
- Excellent verbal & written communication skills
- Knowledge of relevant legislation
- Knowledge of relevant policies and procedures
- Good interpersonal skills
- Good administrative skills
- 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.