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The Sishen Iron Ore Company-Community Development Trust (SIOC-CDT) was established in 2006 by Kumba Iron Ore Limited, to invest in the development of the communities in which the company operates. The Trust focuses primarily on beneficiary communities adjacent to the Sishen Iron Ore Company's (SIOC) mining activities in the Northern Cape and Limpopo and invests significantly in community development projects aimed at ensuring sustainability beyond mining operations.

The organisation reserves the right not to fill this position.

Human Resources Specialist (Fixed-Term period of 5 years)

(Total package: Market Related salary)

Centre: Centurion, Gauteng

Job Summary

The position reports to Head: Human Resources. The primary role of the incumbent in this role is to create value-added partnership with SIOC-CDT employees and other stakeholders, understanding business requirements and delivering a customer centric Human Resources service that is in support of SIOC-CDT's business objectives.

Key performance areas:

Facilitate the effective execution of recruitment and selection processes and activities against an approved workforce plan • Provide guidance and support with training and development of employees • Provide guidance during Employee Relations processes, i.e. grievance -, disciplinary -, ill health - and poor work performance proceedings, to ensure compliance to regulatory framework • Provide guidance and advice to line managers during the performance management cycle and ensure all performance reviews are done • Manage the payroll administration • Manage the HR administration and supporting processes • Reconcile all relevant statutory deductions and leave transactions to minimize the risk to SIOC-CDT • Generate and submit relevant HR reports to the Head of Human Resources. • Facilitate the on-boarding process as well as the formal Induction programme • Manage, implement and support various HR related projects • Establish, monitor and manage the employee wellness programme • Develop and implement HR policies and procedures and ensure compliance • Build and maintain healthy, diverse internal and external relationships and collaborations to ensure achievement of the department's and organizational goals • Ensure adherence to statutory HR regulations, organizational standards, policies and procedures. • Assists Managers with the preparation of individual development plans and succession plans. • Conduct HR mini audits and engage internal auditors on HR related audits to ensure compliance against legislative and policy requirements. • Prepares Employment Equity reports for the organisation.

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Minimum Requirements and Attributes:

An appropriate qualification (Diploma / Degree) in Human Resources / Industrial Psychology or related field • Proficient in full MS Office package (Ms Word, Excel, PowerPoint) • At least 5 years' practicing experience in all HR disciplines • Understanding of Human Resources fundamentals, methodologies and principles is essential • Be able to respond well to pressure • Own reliable transport and flexibility to travel to SIOC-CDT regional offices is required • Valid EB or Code 8 Drivers License is essential • Being able to work under pressure is required • Communicates sensitively, effectively and creatively across different constituencies.

Competencies Required

• Adaptable • Agility • Problem solving • Planning • Conflict handling • Decision-making • Stakeholder Engagement • Excellent Communication • Good Presentation skills • Interpersonal and networking skills • Negotiation skills

Applications

For applications stating the name of the position, please forward your CV, certified qualification copies (A SAQA certificate of evaluation must accompany foreign qualifications) to hr@sioc-cdt.co.za

Correspondence will be limited to applicants only. If you do not hear from us within 10 days after the closing date, please note that your application was unsuccessful.

Enquiries: Thandiswa Matose in HR at (066 300 6038)

Closing date: 8th December 2020

