

Enterprise iLembe is the Economic Development Agency of the iLembe District Municipality, responsible for Trade & Investment Promotion and Local Economic Development for the Region. Enterprise iLembe seeks to fill the position and accordingly invites suitably qualified and experienced applications for the position below:

VACANCY

HUMAN RESOURCE PRACTITIONER (3 YEAR CONTRACT)

Enterprise iLembe seeks to fill the position and accordingly invites suitably qualified and experienced applications for a Human Resource Practitioner who will ensure effective Human Resources support to the Entity, through adequate delivery of HR Services, practices, procedures.

Qualification Knowledge and Skills:

- Bachelor's Degree in Human Resource Management or related.
- Must have at least 3-5 years experience as a HR generalist
- Must have Industrial Relations & CCMA experience
- Valid driver's license
- HR Principles, practices and systems
- Employment and labour legislation
- Change Management Processes
- Health and safety policies and procedures
- Employee Wellness
- Excellent organizational and time-management skills
- Communication, reporting and writing skills
- Ability to work well under pressure
- Logical thinking, problem solving, decision-making, analytical thinking
- Administrative and organisation

Key Responsibilities:

- Provide advice to line managers regarding the conduct, misconduct management and investigate/process disciplinary cases.
- Participate in consultations with organised labour.
- Coach Line Managers on effective delivery of Disciplinary hearings
- Represent the organisation at CCMA (Conciliation and Arbitration)
- Manage and coordinate employee wellness programs
- Apply Sustainability principles through attraction, development, and retention of the required skills
- Manage probationary reviews, employee evaluations and terminations
- Ensure that job profiles are relevant and up to date and where job evaluation is required necessary arrangements are made with Line Managers
- Coordinate the performance appraisal documents and consolidate performance ratings.
- Facilitate employment equity target setting and monitor profile.
- Manage and update business organisational structure on SAP and ensure that all structures are up to date.
- Facilitate HR training including adhoc refresher for employees and Line Managers. Compile training matrix from appraisals.
- Provide advice and information to management and employees on HR policies and procedures, including equal opportunity, anti-discrimination and occupational health and safety programmes.
- Challenge existing processes, programs and work in the light of HR in order to contribute to a highly effective working environment, incorporating ways of working, future of work, operating model, etc.

Enterprise iLembe subscribes to the principles of equal employment opportunities as contemplated in the Employment Equity Act: 55 of 1998. Please forward your applications together with a detailed CV and certified copies of your qualifications, drivers' licence and Identity Document for the attention of The Acting CEO: Mrs Hlengiwe Hakata; email minenhle@enterpriseilembe.co.za

The closing date for submissions is **Wednesday 15 May 2024, 12h00**. Please note that applications received after the closing date will not be considered. If you do not hear from us within (4) weeks of closing date, please consider your application as unsuccessful.

H Hakata (Mrs)
Acting Chief Executive Officer