



HUMAN RESOURCES OFFICER

Remuneration - R609,229.00 – R717,630.00 pa (All-inclusive package)

The Financial and Fiscal Commission (FFC) is currently embarking on an organisation-wide renewal process. The FFC is seeking a high calibre Human Resources Officer who will share and support the new transformational process in the FFC's quest to be noted as a world-class organisation.

The FFC exists to provide proactive, expert and independent advice on promoting a sustainable and equitable Intergovernmental Fiscal Relations System, through evidence-based policy analysis, to ensure the realisation of our Constitutional values. Its vision is to provide influential advice.

1. PURPOSE OF THE POSITION

Reporting to the HR Specialist, the purpose of Human Resources Officer role is to provide the FFC with a HR administration and operational support service which ensures that the HR function is efficiently administered, complies to labour laws and FFC's policies, as well as implements the best human resources practices.

2. LOCATION : GAUTENG OFFICE

3. QUALIFICATION / EDUCATIONAL BACKGROUND AND EXPERIENCE

- B-degree / B-Tech
- 5 years Human Resource Generalist experience with strong human resources reform administration experience
- Strong MS Suite, Outlook, PowerPoint, Advance Excel
- Experience in HR Metrics, Employment Equity and Workplace Skills Plan reporting will be advantageous
- VIP / Sage Payroll software experience will be advantageous
- Good knowledge of labour laws
- Able to work frequent additional hours where required

4. KEY RESPONSIBILITIES

Key responsibilities of this role are to:

- Enable organisational performance and development through employee engagement initiatives
- Provide project management support to all human resources initiatives and interventions
- Provide support to change management initiatives
- Quick and correct resolution of HR related client queries
- Provide administration support to on-going HR projects
- Consult with employees on their human resources requirements and provide the appropriate solutions in line with FFC's Human Resources policies and procedures
- Guide and monitor the implementation of HR policies and procedures
- Facilitate the accurate completion of all HR related documentation and reports
- Manage the recruitment process for the FFC
- Facilitate a smooth orientation and on-boarding process
- Maintain accurate and comprehensive employee records/ files and other human resources related information;
- Maintain and monitor the HR aspects of the Payroll system
- Maintain accurate record and management of the leave
- Manage and monitor the performance management process
- Maintain all training and development administration
- Provide meaningful HR Metrics, quarterly reports, Employment Equity Plan and Workplace Skills Plan reports

5. COMPETENCIES	
Competencies	<ul style="list-style-type: none"> • Ability to take Initiative • Attention to Detail • Perseverance / Tenacity • Stress Tolerance • Analytical Skills • Planning and Organising • Follow-through management • Good oral communication • Good writing skills

Closing date:

3 May 2019 at 12h00. No late applications will be accepted.

Applications for the above-mentioned position can be e-mailed to recruitment@ffc.co.za .

Applications must be accompanied by a Curriculum Vitae, certified copies of qualifications and identity documents. Please take note that qualifications and other checks will be conducted on short-listed/recommended candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have any foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the FFC within 3 (three) months of the closing date, please regard your application as unsuccessful.