

VACANCY	
Job title:	Human Resources Officer
Type:	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To provide comprehensive customer-focused human resources services and expert professional advice and support to managers and staff.
Location:	Helen Joseph
Closing date:	28 March 2023
Submit detailed CV to:	ngaju@witshealth.co.za
Advert reference number:	HR Officer
In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.	

Key performance areas

- Oversees and facilitates the full HR Administrative function of employment conditions for all staff aligning both sponsor and shared service requirements.
- Oversees and facilitates a streamlined recruitment and selection procedure within the respective division
- Provide advice and facilitation of all facets of industrial relations, inclusive of scheduling disciplinary enquiries, grievances and operational requirements.
- Provide advice and facilitation of the performance management process within the unit, inclusive of probation, performance appraisals and poor work performance counselling.
- Identify and advise employee training needs in collaboration with the Divisional Human Resources Manager.
- Process and capture new and temporary employees, transfers, promotions, terminations and other payroll-related services to ensure the timely and accurate payment of all employees.
- Generate all required HR Administration within deadlines

Required minimum education and training

- Degree in Human Resources Management or related field of study.

Required minimum work experience

- A minimum of 5 years' working experience in a full Human Resources Generalist Role.
- The incumbent would need to be in the possession of a valid driver's license with their own vehicle and can travel to the different sites.

Desirable additional education, work experience and personal abilities

- Must be deadline orientated, have high levels of integrity and trust and the ability to apply sound judgment and initiative.
- Ability to work independently and as a part of a multidisciplinary team.
- High Level of Customer Service Orientation.
- Ability to adapt in a consistent high level change environment

Should you be interested in applying for this vacancy, please send an email to ngaju@witshealth.co.za. The subject heading of the email must read **HR Officer**. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for
- A detailed CV