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| **Job Title:** | Human Resources Practitioner |
| **Organisation:** | NEMISA |
| **Department:** | Corporate Services |
| **Location:** | Gauteng, Auckland Park |
| **Salary Range:** | 9 |
| **Upward Reporting Relationships:** | Manager: Human Resources Management |
| **Reference Number:** | **NEM-09/04/2025** |

## MAIN PURPOSE OF JOB

The HR Practitioner supports the implementation of the HR strategy, policies, plans and procedures. The HR Practitioner coordinates and facilitates the alignment and compliance of HR practices to labour legislation and implements HR interventions that add value in creating and maintaining an efficient workforce. To develop and implement health and wellness framework and interventions that promote the good health of employees. The job is also responsible for facilitating and guiding compliance with employee relations legislation, policies and procedures. Provides support, coordination and implementation of all employee relations initiatives and interventions to ensure consistent and fair labour practices.

## JOB OBJECTIVES

- Coordinate and implement recruitment and selection policies, procedures, and processes.
- Coordinate and draft advertisements for vacant positions based on approved job requirements.
- Coordinate response handling of applicants and scrutinise information against required standards in drafting a short-list for consideration.
- Prepare relevant documents and liaise with the service providers in conducting pre-employment verification screening including references, identity and credit checks.
- Inform all candidates of the outcome of the interview, and the selection process within appropriate timeframes.
- Coordinate and collate all relevant and required information from selected employees and ensure accurate capturing of data on the HR system.
- Act as point of contact for any candidate queries during the recruitment and selection process.
- Coordinate the issuing of all offer letters and employee contracts to potential employees
- Receive requests to recruit a new employee and meet with line managers to discuss the role profile and requirements.
- Advertise vacant positions and ensure that positions are advertised in the appropriate media.
- Receiving CV's and compilation of long and shortlists.
- Check and ensure that shortlisted applicants match the requirements.
- Inform candidates of interview and assessment dates (if applicable).
- Prepare a structured interview schedule.
- Coordinate the interview process between candidates and recruiting manager.

- Participate in candidate interviews.
- Vetting of recommended incumbents.
- Compile reports on candidate interviews outcome.
- Compile and distribute feedback letters (regret notice or appointment) to interview candidates.
- Compile and send appointment letter.
- Conduct salary negotiations with recommended incumbents where applicable.
- Compile employment contract.
- Ensure that all information provided in the employment contract is correct and signed by all relevant parties.
- Facilitate the opening of an employee file for the appointed candidate.
- Develop and implement an induction and orientation plan and process.
- Ensure that new recruits are inducted properly into the organisation, meet all relevant staff and managers, understand the broad HR processes within the company and are introduced to the relevant areas within the company.
- Administer the probation process ensuring managers know when review meetings need to take place.
- Ensure the onboarding and induction of new employees.
- Ensure that correct information is captured on the HR database / Payroll system.
- Ensure that all information on the HR system is accurate, updated, and relevant.
- Ensure compliance with labour statutory requirements and legislation.
- Correctly act on requests for changes to the HR data within time requirements and HR Policies and procedures.
- Ensure that the HR database is timeously maintained, e.g., capturing leave details, etc.
- Maintain a personnel information recording and filing system.
- Ensure HR information and records are kept confidentially.
- Monthly balancing - Verify overtime, shifts, lost time, unpaid leave, leave balance etc.
- Administer employee leave - ensure recording and filing of leave.
- Provide general day-to-day assistance relating to HR processes, procedures, requirements, etc.
- Conduct employee exit interviews.
- Compile exit reports indicating reasons for resignations and capture this information into the monthly/quarterly HR report.
- Ensure that all salary information is accurate and captured accordingly within agreed time frames.
- Coordinate employee benefits and deductions and ensure that information is submitted to relevant business units and service providers for action.

*The list of duties is not exhaustive.*

| **Education: Formal Qualifications**<br><br>*Education involves the acquisition of knowledge and skills through learning where subject matter is imparted systematically. Formal qualifications are obtained by studying at formal institutions e.g. Universities, Technikons, Colleges, etc.* | | |
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| **Level of Education:** | **Minimum:**<br>• Bachelor's degree in Social Sciences or Human Resources Management or Industrial Psychology or related. | **Ideal:**<br>• N/A |
| **Job-related Work Experience**<br><br>*Experience is obtained through opportunities for exposure and practice at work. It includes all working experience, that has some bearing on the job, and it is not restricted to the current organisation. Supervised on-the-job training internships and learnerships are incorporated within this category.* | | |
| | **Minimum:**<br>• 3 - 5 years in Human Resources Management.<br>• 2 - 3 years doing recruitment and placement processes or any admin/support positions. | **Ideal:**<br>• N/A |

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| **Level of Job-related Work Experience:** | • Knowledge of applicable legislative and regulatory frameworks (PFMA, LRA, BCEA, Skills Development Act, etc).<br>• Understanding of HR processes and procedures.<br>• Understanding of employment contracts.<br>• Knowledge of payroll and payroll procedures.<br>• Knowledge of employee relations dynamics, case law trends and trade union matters.<br>• Understanding of Employee Wellness Management. | |
| **Job-related Skills and Competencies**<br><br>*Job-related skills are typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). Skills refer to how to do things. They are demonstrated in the application of techniques and procedures.* | | |
| **Job-related Skills and Competencies:** | **Behavioural:**<br><br>• Decision-making<br>• Problem-solving<br>• Interpersonal skills<br>• Conflict management<br>• Negotiation skills<br>• Working under pressure<br>• Quality and service focus<br>• Integrity<br>• Accountability<br>• Diligence<br>• Accessibility<br>• Professionalism<br>• Flexibility and adaptability<br>• Teamwork | **Technical:**<br><br>• Communication skills (written and verbal)<br>• Planning and organising<br>• Report writing<br>• Business writing skills<br>• Administrative skills<br>• Time management<br>• Task management skills<br>• Analytical skills<br>• Computer skills<br>• Critical thinking skills |

**Important note:**

- Please email through comprehensive CV and certified copies of qualifications/supporting documents to: hrpractitioner@nemisa.co.za
- If you do not hear from us within one week of the closing date, please regard your application as unsuccessful.
- Preference will be given to historically disadvantaged applicants.
- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to shortlisted candidates.
- NEMISA reserves the right to not make an appointment.
- Closing Date: **15 April 2025 (16:30)**

*We are committed to Employment Equity when recruiting internally and externally. It is company policy to promote from within wherever possible. Therefore, please be aware that internal candidates will be considered first before reviewing external applicants, provided that this supports the achievement of our Employment Equity goals.*