

Whizants

<https://whizants.co.za/job/senior-hr-officer/>

Senior HR Officer

Minimum Requirements

- BA in human resources, business administration or relevant field
- 4-5 years 'experience in human relations
- Proven experience as HR Consultant
- Understanding of employee recruitment, hiring and retention procedures
- Knowledge of labour laws, compensation structures, and employee benefits
- Experience in project management preferably HR related
- In-depth knowledge of HR principles, functions, methods and best practices
- Solid understanding of research methods and analysis
- Computer savvy with working knowledge of human resource IT (Payroll, EE, WSP, ATR etc.)
- An analytical mind with problem-solving abilities
- Excellent communication and consulting skills
- Organisational Development skill

Key accountabilities

- Advising management on the administration of human resources policies and procedures
- Serving as internal consultants by analysing a company's current HR programs and recommending solutions
- Developing, revising, and implementing HR policies and procedures
- Preparing and maintaining reports related to specific HR projects
- Assisting with the development and coordination of recommended changes regarding workflow
- Developing methods for compiling and analysing data for reports and special projects
- Presenting training sessions related to specific HR programs
- Initiating and leading human resource programs and projects
- Providing advice and recommendations to HR personnel for resolution of daily issues
- Execute strategic and practical plans to address human resource matters
- Devise plans and techniques to drive change and culture management
- Assist in implement suitable HR technology
- Help establish control systems for compliance with business methods and HR practices
- Conducting audits of HR activities to ensure compliance
- Review systems and processes and make modifications to address issues
- Implement and maintain effective programs for employee performance management and succession planning

Personal Attributes

- Personal Attributes
- Excellent interpersonal relations
- Good attention to details and accuracy
- Well organised and deadline driven
- Confident in working independently and as part of a team
- Experience on organising, planning and coordinating events
- Self-motivated and innovative
- Enthusiastic, resourceful, motivated, self-starter

Rate

R30 000 – R 40 000 CTC per month including benefits

Duration of employment

Permanent

Industry

Microfinance Institution

Job Location

Limpopo: Tzaneen

Comments

Preference will be given to EE/AA candidates