

HUMAN RESOURCES BUSINESS PARTNERING OFFICER ADVERT

SALARY 517 066 – 608 315 PER ANNUM

Brief Overview of the Role

To ensure that the EWSETA is viewed as an employer of choice with skilled, motivated, productive and engaged employees to ensure the achievement of the EWSETA's mandate and strategy through HR Business Partnering and specialised HR support, such as:

1. Maintaining effective and efficient talent management practices within the EWSETA.
2. Establishing an integrated learning and performance support function for the EWSETA that employs a variety of strategies designed to help employees acquire and maintain knowledge and skills required for successful individual, team, and organisational performance.
3. To maintain harmonious and professional labour and employee relations within the EWSETA by adhering to the Employee Relations regulations and processes.
4. Coordinating the recruitment, selection and appointment processes, ensuring that the organisation employs the right person in the right job.
5. Working in partnership with functional managers to provide professional HR advice, coaching and solutions that create an engaged and committed workforce.
6. Developing workforce plans that support the EWSETA strategy and mandate.
7. Implementing organisational design and associated tools and information.
8. Managing the people-side of change effectively.

1. Key Responsibilities

1. HR Strategy and Planning
2. Workforce Planning
3. Recruitment
4. Talent Management
5. Talent Pipeline (Bursaries, Interns and Apprentices) Administration
6. Learning and Development Planning
7. Learning Design and Development
8. Learning Implementation
9. Organisational Development
10. Employee Relations Practice Promotion
11. Effective Teamwork and Self-Management

2. Requirements of the Role

Inherent Role Requirements		
Requirement	Minimum	Advantageous/Ideal
Qualifications:	B Degree or equivalent (NQF level 7) in relevant field, e.g., Human Resources Management	Honours degree or equivalent (NQF level 8) in relevant field
Experience:	3 to 5 years' experience in Human Resources Management	5 years' experience in Human Resources Management.
Training:	1. Computer Literacy (MS Office package)	1. Advanced Computer Literacy (MS Office package) 2. Talent Management 3. Learning and Development 4. Employment Relations
Professional certification and membership of professional bodies	Not applicable	South African Board for People Practices (SABPP) or Institute of People Management (IPM)

3. Competency Requirements

Competency Requirements	
EWSETA PREREQUISITE COMPETENCIES (REFER TO EWSETA'S COMPETENCY FRAMEWORK)	<ul style="list-style-type: none"> ▪ Operational decision making ▪ Initiating action ▪ Planning and Organizing ▪ Communicating with Impact
EWSETA CORE COMPETENCIES (REFER TO EWSETA'S COMPETENCY FRAMEWORK)	<ul style="list-style-type: none"> ▪ Stakeholder orientation ▪ Building collaborative working relationships ▪ Driving for results ▪ Continuous learning ▪ Quality Orientation ▪ Demonstrating personal integrity

Competency Requirements

<p>KNOWLEDGE</p>	<ul style="list-style-type: none"> ▪ Human resource management, human resource development, labour relations and remuneration and benefits legislation and statutory requirements ▪ Remuneration principles and practices ▪ EWSETA processes ▪ Organisational design principles and methodologies ▪ Job grading systems and practices ▪ 3rd party vendors and their offerings ▪ HR and ER practices, principles and methodologies ▪ Health and safety legislation ▪ HR planning practices and principles ▪ Organisational culture prints ▪ Performance management and development methodologies ▪ Change management methodologies
<p>SKILLS (NOT LISTED IN EWSETA'S COMPETENCY FRAMEWORK)</p>	<ul style="list-style-type: none"> ▪ Verbal and written communication ▪ Analytical thinking ▪ Problem-solving and decision making ▪ Report writing ▪ Interpersonal skills ▪ Presentation skills ▪ Relationship building ▪ Conflict management
<p>ATTRIBUTES (NOT LISTED IN EWSETA'S COMPETENCY FRAMEWORK)</p>	<ul style="list-style-type: none"> ▪ Persuasive ▪ Process thinking ▪ Initiative ▪ Assertiveness ▪ Tolerant of stress and pressure ▪ Creative ▪ Proactive ▪ Deadline driven ▪ People orientated ▪ Able to interact at all levels of the organisation ▪ Team player ▪ Tactful and able to deal with difficult situations

4. Application Process

Please see attached the full detailed Job Description for the role of the HRBP Officer.

CVs and Certified Qualifications of suitably qualified persons must be forwarded to newrecruitment@ewseta.org.za by no later than the Close of Business 20 September 2024 (i.e. by 16:30 p.m.). Enquiries may be directed to the HR Manager at 010 109 3250. Applications received after the closing date will not be considered.

Correspondence will be limited to shortlisted candidates. EWSETA reserves the right not to make an appointment/s for the advertised post.

Appointment will be made in line with the EWSETA Employment Equity targets.

NB: Please use the name of the position on the subject line of your application email.