

VACANCY: HR MANAGER – CAPE TOWN

THE ROLE:

The ideal candidate will have full generalist HR background including Policies & Procedures, strong Recruitment skills, Payroll, Training & Development, Organisational Design & Management, Reporting and IR experience in a medium-sized global environment. The candidate must be able to work independently and demonstrate strong leadership and influential capability.

REQUIREMENTS:

- Bachelor's degree in human resources management or equivalent.
- 7-10 years experience in a Generalist capacity and ideally held a position as a Recruiter previously
- Ability to build and maintain positive relationships with colleagues.
- Experience in educating and coaching staff.
- Experience in conflict resolution, disciplinary processes and workplace investigations.
- Experience in following and maintaining workplace privacy.
- Ability to give presentations.
- Knowledge of relevant health and safety laws
- Strong BBBEE Management end to end

RESPONSIBILITIES:

- Full HR function and shared services for the TTRO group in the following areas:
- Staffing and Succession Planning (onboarding, strong recruitment and transformation);
- Organisational Development (culture, structures, values)
- Training and Development (skills development, learnerships and leadership development); Employee Relations (roles and responsibilities; performance management; remuneration and reward

- IR (Grievance and Disciplinary processes)
- Health and Safety;
- Transformation and Integration (BEE and CSI and Employment Equity)
- Monthly submission of payroll
- Reporting and analysis

REPORTS TO:

CFO/Group CEO

CLOSING DATE:

30 October 2018

SALARY:

Market related CTC package including benefits

Join our vibrant, creative and open-minded team. We invite you to apply by sending your CV or Resume, a motivation letter to us at careers@ttro.com

We look forward to meeting you!

Only shortlisted candidates will be contacted.

Disclaimer

The candidate hereby consents to the collection and processing of the candidates Personal Information (as defined in the Protection of Personal Information Act 4 of 2013 as amended ("POPI") by the Company, for the purposes of securing and further facilitating the Candidate's consideration in the Company's recruitment process.

The company reserves the right to not make an appointment.