



SMALL ENTERPRISE DEVELOPMENT AGENCY

an agency of the dsbd

JOB PROFILE

JOB TITLE	Human Resource Business Partner		
DURATION	Twelve (12) Months Fixed Term Contract		
REPORTING TO	Provincial Manager		
JOB GRADE	C5	Minimum	Midpoint
	TOTAL CTC	R619 060	R728 306
NO. OF INCUMBENTS	1		
DIVISION	Enterprise Development Division		
LOCATION	Mpumalanga: Provincial Office		
MAIN PURPOSE OF THE JOB	To provide a strategic interface service between Human Resources and designated Business Units/Divisions to ensure effective and efficient implementation of human capital processes, policies and procedures.		
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> ❖ Implement and monitor the Human Resource Strategy ❖ Manage the implementation of Recruitment and Selection processes ❖ Manage the implementation of Employee Relations processes ❖ Manage the implementation of Employee Wellness processes ❖ Manage the implementation of Learning and Talent Management processes ❖ Provide strategic advisory interface services with other cross functional HR business units/divisions to ensure integration in programs/projects/policy development 		
REQUIRED MINIMUM QUALIFICATION	<ul style="list-style-type: none"> ❖ Matric (NQF Level 4) plus National Diploma (NQF Level 6) in Human Resources Management/ Industrial Psychology/Social Science 		

	<ul style="list-style-type: none"> ❖ Bachelor's Degree (NQF Level 7) in Human Resources Management/ Industrial Psychology/Social Science as added advantage.
REQUIRED WORK EXPERIENCE	<ul style="list-style-type: none"> ❖ 4 - 6 years working experience in Human Resources of which 3 years should be as an HR Generalist/HR Consultant/HR Business Partner <p>Able to demonstrate:</p> <ul style="list-style-type: none"> ❖ Extensive knowledge of human resources systems, processes policies and procedures, HR practices including performance management, recruitment and selection, talent management, succession planning, learning and development and rewards, employee relations and wellness. ❖ Comprehensive knowledge of the following legislations: Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act, Skills Development Act, Public Finance Management Act, Compensation for Occupational Injuries and Disease Act and Occupational Health and Safety Act. ❖ Ability to communicate in business terms and building long term, trusting relationships with clients and HR team members. ❖ Knowledge of business processes
INHERENT JOB REQUIREMENTS	<ul style="list-style-type: none"> ❖ A valid South African Driver's Licence
CRITICAL COMPETENCIES	<ul style="list-style-type: none"> ❖ Advisory Service ❖ Communication ❖ Business Acumen ❖ Problem-Solving & Decision-Making ❖ Planning & Organising ❖ Performance Driven ❖ Team Work ❖ Policy Adherence
<p>NB: It is the organization's intention to promote equity and representivity in terms of race, gender and people living with disability as per the set numerical targets contained in the organizational Employment Equity Plan (EE Plan). Previously Disadvantaged Individuals are encouraged to APPLY.</p>	

The appointment of candidates is subject to the verification of all their credentials (employment history, educational, financial, criminal and any other checks as may be necessary). Please note that only shortlisted candidates will be contacted, and if you have not heard from us within three months of submitting your application, please consider it unsuccessful. **Proposed offers will be made from Minimum to Midpoint as advertised.**

- ❖ Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted).
- ❖ Applicants should note that any false information contained in their cv and related documents could result in disqualification and/or summary dismissal. Please note that by applying for this position, you give SEDA permission to process your personal information in compliance with POPI ACT.

To apply, please send your CV to recruitmentmpu@seda.org.za

Please state the position you are applying for in the subject line.

Closing Date: 31 July 2024