

Job Title:	Human Capital Practitioner
Type of Contract	Permanent
Reporting to	Senior Manager: Human Capital
Based:	Pretoria
Reference No:	HRREC002/23

REQUIREMENTS

3 years National Diploma in Human Resources Management / Bachelor's Degree in Human Resources Management / Development / Industrial and Organisational Psychology. 2 - 3 years' experience in the HR environment / Policy understanding and Development. Facilitate Stakeholders engagement and staff in an appropriate manner. Ability to function independently, as well as within a team.

SKILLS

Computer literacy (MS Word, Excel, PowerPoint). Must have excellent communication skills and in particular excellent English speaking, reading, and writing skills. Good conflict handling skills. Attention to detail. Be a self-starter and have the ability to work independently. Sound judgement and decision-making skills. Excellent administration skills.

KNOWLEDGE

Knowledge and understanding of HR Prescripts. Relevant Legislation - Labour Relations Act, Basic Conditions of Employment Act and Employment Equity Act. HR Technology. HR Information System, Data and analytics are considered cornerstone of effective HRM.

KEY DUTIES AND RESPONSIBILITIES

1. Performance Management

- The ability to attract market-leading skills fosters a performance culture within and ensures delivery of the NAMC mandate.
- Understanding of the policy and implementation thereof.
- Facilitate the performance management process and report on it on a quarterly basis.
- Establishing employee behavior patterns that align their goals with the organisation's mission, values and goals.

- Improving communication throughout the organization
- Observe during performance evaluation between Line Manager and team members.
- Consolidating Performance Management scores and scheduling Moderation Committee

2. Workforce Planning and Recruitment & Selection

- Align the needs and priorities of the organization with those of its workforce to ensure it can meet its legislative, regulatory, service and production requirements.
- Facilitate workplace planning as per request.
- Knowledge of Recruitment and Selection policy and processes, by hiring skilled candidates in line with the NAMC approved policy and due legislative compliance.

3. Risk Management

- Develop, review and update the risk register quarterly.
- Conducting policy awareness and compliance audits

4. HR Policy Development

- Review HR policies and formulate new / revised HR policies in close collaboration with the Human Capital Team.
- Identifies the need for new and revised Staff Regulations and Rules, Administrative Directives, Information Circulars, etc.

5. Human Resources Service Delivery

- Prepare information for strategic HRM and Talent Management
- Providing subject matter expertise regarding HR related advice daily.
- Ensure that the business unit adheres to the relevant HR policies and procedures by conducting regular HR policy workshops.
- From time to time take on HR related projects and may be required to do HR related research as the need arises.
- Coordinate workflows from organizational development
- Facilitate and collate HR metrics and reporting.
- Function independently without direct supervision
- Deal with staff representatives raised matters.
- Responsibility to actively resolve employee informal and formal grievances.

- To provide HR related training to employees and managers
- The incumbent will be required to provide HR related reports.
- Facilitate Employee Assistance Programme.

To apply for the position, please forward the relevant Job Application Form which is available in our website to hrrecruitment@namc.co.za closing date: **09 July 2023**. If you have not been contacted within three months of the closing date, please note that your application was unsuccessful.

Short-listed candidates will be subjected to reference checks and qualification verification. If you have not been contacted within 3 months of the closing date, please note that your application was unsuccessful.

By applying for this position, you hereby acknowledge that you have read and accepted the following disclaimer as per the **Protection of Personal Information Act, Act 4 of 2013 (POPIA)**: I hereby consent for NAMC to process my personal information as part of the recruitment process, given that the NAMC shall take all reasonable measures to protect the personal information of applicants and for the purpose of this disclaimer "personal information" shall be defined as outlined in the POPIA.

Please visit www.namc.co.za, for further enquiries, send email to hr@namc.co.za, . The NAMC reserves the right to withdraw, amend or not fill the position.