

Job Title:	Human Capital Practitioner
Type of Position	Permanent
Reporting to	Senior Manager Human Capital and Corporate Communications
Based:	Pretoria
Reference No:	HRREC007/25
Paterson Grade:	D1

Purpose of the Role:

The Human Capital Practitioner will provide comprehensive HR support across the full spectrum of people management functions. The role focuses on Recruitment and Selection, Remuneration and Payroll Administration, Training and Development, Workforce Planning, Performance Management, HR Policy Development, and Employee Relations. The incumbent will play a strategic and operational role in ensuring that NAMC's human capital practices are compliant, effective, and aligned to organisational objectives.

Key Responsibilities:

- Coordinate and implement recruitment and selection processes to attract and retain suitable talent.
- Administer remuneration, payroll, and benefits in line with policy, grading systems, and statutory requirements.
- Develop and implement Workplace Skills Plans (WSP) and Annual Training Reports (ATR), and drive learning and development initiatives.
- Support workforce planning, succession planning, and talent management processes.
- Facilitate and monitor the performance management system to ensure fairness and accountability.
- Research, draft, and review HR policies to align with legislation and best practices.
- Advise and support managers and employees on employee relations, conflict management, and disciplinary processes.
- Prepare and present HR reports to management, ManCom, and relevant committees.

Key Competencies:

- Strong knowledge of HR principles, practices, and labour legislation (BCEA, LRA, EEA, SDA, OHSA, POPIA).
- Demonstrated experience in payroll administration and remuneration frameworks (e.g., Paterson Grading System).
- Proficiency in HR and payroll systems (Sage 300 people).
- Excellent communication, consultation, and stakeholder engagement skills.
- Analytical and problem-solving abilities with attention to detail.
- Strong planning, organisational, and project management skills.
- Ability to maintain confidentiality and manage sensitive information.

Minimum Requirements:

- Bachelor's degree, NQF Level 7, in Human Resource Management / Industrial Psychology or related field.
- 5+ years' experience in a human capital role covering the above key focus areas.
- Experience working within a structured HR framework, preferably in the public sector or regulatory environment.
- Knowledge and application of the Paterson Grading System will be an advantage.
- Professional HR registration (SABPP / IPM) will be an added advantage.

To apply for the position, please forward CV to hrrecruitment@namc.co.za. Kindly quote "**Human Capital Practitioner**" in the subject line when applying. Closing date: 26 September 2025. Only shortlisted candidates will be requested to submit certified copies of ID and Qualifications. If you have not been contacted within three months of the closing date, please note that your application was unsuccessful. Successful candidate will be subjected to reference checks and qualification verification prior to appointment.

NB: All applications without quoting “**Human Capital Practitioner**” in the subject line will be automatically disqualified.

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. The NAMC reserves the right to withdraw, amend or not fill the position.