

INTERNAL AND EXTERNAL ADVERTISEMENT

Manager: Human Resources and Employee Relations

One (1) Year Fixed Term Contract

Annual Total Cost to Company (R 1 090 158.24 – R 1501 359.01)

Gauteng Enterprise Propeller (GEP) is Schedule 3C Provincial Public Entity established under the auspices of the Department of Economic Development with a view to provide non-financial support; financial support; and co-ordinate stakeholders for the benefit of SMMEs in the Gauteng province

THE GEP INVITES INTERESTED AND SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING POSITION

Purpose of position

To develop and execute the Human Resources and Employee Relations plan in line with the Human Resource strategy and effectively facilitates and manages employee and labour relations on behalf of GEP.

Key Responsibilities:

- Manage the recruitment and selection of GEP
- Integrates selection with other business processes and systems.
- Supports current and future GEP business needs through the development, engagement, motivation, and preservation of human capital
- Develops a retention strategy.
- Creates, fosters, and manages an environment of positive employee relations which drives engagement and inclusion
- Designs programs to ensure the fair treatment of employees and effective communication between employees and line managers
- Reviews Human resources related policies / procedures from time to time in accordance with relevant Acts.
- Represents the GEP at Council for Conciliation, Mediation and Arbitration (CCMA).
- Ensures regular communication with unions and management to ensure the smooth running of operations.
- Develop and implement remuneration policy and framework
- Conduct remuneration benchmarks
- Handles all complex compensation and benefits queries
- Conducts payroll audits
- Ensures all employees have signed performance agreements.
- Compile monthly report and other reports as and when required

Minimum Requirements

- B Degree in Human Resource Management with a specialization in Industrial / Employee Relations; Individual and Collective Labour Law
- 5 years' experience in Human Resource General Management with labour relations.

- Post Graduate qualification and registration with relevant professional body will be advantageous
- Drivers licence

Competencies (Knowledge, Skills and Attitudes)

- People management
- Negotiations Skills
- Conflict Resolution / Management
- Application of case Law
- Legal and Report Writing
- Communication
- Deadline Driven

Please forward detailed, updated CV accompanied by a cover letter relating how your experience matches the position.

GEP advocates for equal opportunities. Previously disadvantaged individuals and people with disabilities are encouraged to apply. Kindly note that full background checks will be done on successful candidates. Candidates will also go through competency assessments. Suitable applicants must e-mail detailed, updated CVs to: managerhr@gep.co.za, with subject being the position applied for, by no **later 29 July 2022 at 17h00**. Note that candidates who have not been contacted within 30 days of the closing date must consider their applications unsuccessful. GEP reserves the right to fill or not to fill this position.