



## **Southern African Catholic Bishops' Conference**

The SACBC AIDS Office has a vacancy for:

### **Human Resources (HR) Manager**

**Position Title:** HR Manager

**Reports to:** Director, SACBC AIDS Office

**Location of Position:** SACBC Office, Pretoria

#### **Qualifications & Experience Required:**

- University Degree in HR or Business Management.
- Minimal 3 years of experience in HR Management and Administration with a non-profit organization.
- Fluency in written and spoken English and one or more local languages.
- Extensive working knowledge of South Africa's employment laws.
- Ability to facilitate change, persuade and negotiate to reach acceptable compromise/solutions among all levels of staff in the program.
- Computer proficiency in MS Office Suite and Outlook.

#### **Duties Include:**

- Manage the recruitment, selection and hiring of new staff for the program.
- Provide staff with orientation and guidelines.
- Ensure the implementation of SACBC's HR policy and Code of Conduct.
- Ensure that SACBC is operating within the statutory requirements of South Africa's Labour Law and regulation (including but not limited to work permit and visas).
- Ensure that job descriptions are developed.
- Ensure that the organizational chart and staff's contact information including staff's personnel profiles are updated on a regular basis i.e. monthly or quarterly.
- Ensure leave days are recorded accurately.
- Performs other relevant tasks as assigned by the Director.

This is a fixed term contract position available from 1<sup>st</sup> March 2019 to 30<sup>th</sup> September 2019. The remuneration offered will be no more than R. 30,000 per month.

Please send your CV with your contact details and contact details of three traceable referees, to Mrudula Smithson @ [msmithson@sacbc.org.za](mailto:msmithson@sacbc.org.za) by 25<sup>th</sup> February 2019.

Only short listed candidates will be contacted