



INTERNAL / EXTERNAL ADVERTISEMENT		
DIVISION: HUMAN RESOURCES		
09 June 2021		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
CS: 24/2021	GENERALIST HUMAN RESOURCES ALL INCLUSIVE REMUNERATION: TCTC: (PER ANNUM) R470 662.00 – R564 794.00	1

MICT SETA seeks to employ a suitably qualified and competent **Generalist Human Resources**, the primary role of the position is to support the Manager HR in executing the human resources strategy and effectively manage human resources operations by partnering with business to achieve MICTSETA's objectives.

The successful incumbent will be based at Midrand Head-office and report to the **Manager: Human Resources**.

This is a permanent position aligned to the Government Gazette No. 375 dated March 2019.

MINIMUM REQUIREMENTS:

- A Bachelor's degree in human resources management or equivalent
- At least 6 years' experience as a practitioner or officer
- MS Office proficiency
- Knowledge of company policies and procedures
- Working knowledge of HRIS

TECHNICAL COMPETENCIES

- Excellent MS Office skills
- Good administrative skills
- Excellent report writing
- Problem solving skills
- Coordination skills
- Effective written and verbal communication skills

BEHAVIORAL COMPETENCIES

- Professionalism
- Confidentiality
- Deadline driven
- Rational thinking
- Good interpersonal skills

ROLES AND RESPONSIBILITIES

Recruitment and Selection

- Obtains staff requisitions from business and compiles recruitment advertisements.
- Identifies best medium for advertising and advertises jobs both internally and externally.
- Screens and shortlists CVs of applicants according to job requirements.
- Interviews candidates together with Managers and selects suitable candidates.
- Informs all candidates of interview outcomes.
- Vets job applicants by conducting relevant checks.
- Compiles recruitment reports for Manager with recommendations for appointment of successful applicants.
- Drafts Letters of Appointments after negotiating start dates with successful applicants.
- Recruits employees in line with Employment Equity (EE) targets.
- Liaises with recruitment agencies in relation to the supply of temporary staff.

Training and Development

- Conducts training needs analysis and skills audits.
- Draws up annual training plans and oversees the coordination of training in line with plans.
- Guides Managers on coaching and mentoring initiatives.
- Performs post training evaluation and assessment.
- Guides Managers on preparation of individual development plans.
- Assists Managers with the preparation of succession plans.

Performance Management

- Ensures that all employees have signed performance agreements.
- Assists Managers in developing performance indicators for their employees.
- Guides Managers during contracting meetings with employees.
- Coordinates and guides performance management process.
- Ensures adherence to performance management guidelines.
- Reviews performance ratings in relation to portfolio of evidence to ensure compliance with policy.
- Captures performance ratings onto system.
- Facilitates moderation of performance results.

Employee Relations

- Provides advice on labour related issues to management.
- Facilitates disciplinary, grievance and appeal hearings.
- Assists management with all progressive disciplinary issues.
- Ensures adherence to all Human Resource policies and procedures and SA legislation.
- Keeps abreast of legislative changes and advises Managers on such changes.

General

- Assists with monitoring and implementation of HR projects.
- Keeps abreast of human resource best practices.
- Assists with wage negotiations and policy reviews.
- Prepares human resource reports upon request.
- Conducts exit interviews.

Application:

CVs and certified qualifications of suitably qualified persons must be forwarded to the Human Capital Division for the attention of: Ms. Zwonaka Makhani (Recruitment@mict.org.za) by no later than **23 June 2021**. Queries may be directed to 011-207-2645.

Should candidates not hear from us 30 days after the closing date of applications, they should consider their application unsuccessful. Please note this is an open position.



White, Indian, Coloured and people with disabilities are highly encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.