



External Advertisement

Human Resources Practitioner

R693 634.00 Total Cost to Company

The successful candidate will be based at Klipdrift Water Treatment Works and will be reporting to the Human Resources Manager, and will be responsible for:

- Recruitment and Selection;
- Ensure workforce planning to determine current and future skills;
- Support the implementation of Magalies Water's Employment Equity Plan and compliance to statutory requirements;
- Implement and maintain guaranteed and variable pay policies, procedures and frameworks (e.g., pay structures, incentive/bonus schemes, etc.); conduct periodic guaranteed pay (and benefits) benchmarking surveys; advise management on all matters pertaining to pay; provide technical support during salary negotiations;
- Review and update HR policies and procedures where applicable.
- Advise and train line managers and all employees on policies, processes, systems and best practices relating to HR;
- Monitors attendance and investigates abnormalities such as habitual absenteeism and recommends measures to overcome such problems;
- Compiles monthly labour strength reports by comparing complements against approved structure to determine vacancies;
- Renders HR consulting service to all employees in the area through dispensing advice and handling HR related queries.
- Renders an administrator service to all users on the VIP Sage Premier System.

In order to be considered for appointment candidates must have: National Diploma in Human Resources Management and 3-5 years Human Resources experience. Knowledge of Human Resources related legislation, experience in Sage VIP Payroll System, Sage VIP HR System, strong interpersonal and problem solving skills, good planning and organizing skills and a valid driver's license.

Closing date: 16 March 2022

Appointment will be made in line with Magalies Water's Employment Equity Plan,

Interested persons are invited to send their application letter, together with their CV's inclusive of certified copies of qualifications to Human Resources Department at fax 086 572 6288 or e-mail it to recruitment@magalieswater.co.za

