

Port Elizabeth, 21 January 2025

**VACANCY: Senior Human Resources Practitioner**

## Background

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masifunde Learner Development NPC is a public benefit organisation with 20 years of experience. Governed by an active honorary Board of Directors, with programmes implemented by a team of young, motivated professionals. Our services include high-quality programmes for children and youth from three to 35 years of age.

## About the position

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**Purpose of post:** To drive the strategic and operational HR functions within masifunde of 100 team members. The role focuses on reviewing and enhancing HR systems, policies, and processes to build an engaged and high-performing workforce while fostering a positive organisational culture.

### Key Responsibilities:

#### 1. Administrative and Operational HR Management

- Review and improve all HR procedures and systems, including attendance management, leave administration, and employee records management.
- Ensure compliance with employment legislation and organisational policies.
- Implement efficient and modern HR systems and tools to streamline administrative processes.
- Oversee the HR-administrative component of masifunde's trainee and youth job programme

#### 2. HR Policy Development and Compliance

- Regularly review and update HR policies to align with legal standards and best practices.
- Provide guidance on policy implementation and interpretation to board of directors, management and team.

#### 3. Recruitment and Workforce Planning

- Lead team planning, assessing business needs, and aligning the organisational structure for optimal outcomes.
- Oversee the recruitment process, including job profiling, talent sourcing, and implementing assessment tools.

#### 4. Employee Development and Performance Management

- Design and implement a strategic framework for employee development, including training programs, on-the-job exposure, and skills development initiatives.
- Drive performance management processes, ensuring regular appraisals and developmental feedback.

## 6. Employee Relations and Conflict Resolution

- Promote healthy employer-employee relationships through fair and transparent practices.
- Advise and manage disciplinary procedures, grievances, and conflict resolution in line with legal and organisational standards.

## 7. Leadership and Support

- Act as a trusted advisor to line managers, providing proactive solutions for people management challenges.
- Collaborate with leadership to drive strategic HR interventions that enhance organisational effectiveness.

<b>Hours:</b>	Full time Monday- Friday 08:00-16:00
<b>Location:</b>	masifunde learner development 12, 8 <sup>th</sup> Avenue, Walmer, Gqeberha
<b>Starting date:</b>	March 2025 (or earlier)

### Minimum requirements

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If you are a compassionate, dedicated individual with a passion for helping and working with people and have experience in NGO HR then this position is for you.

### Requirements

- Honours Degree OR B-Tech in Human Resources Management and Labour Relations OR Industrial/Organisational Psychology or equivalent diploma
- At least 5 Years work experience in setting up and managing HR systems
- Knowledge of relevant labour legislation: BCEA, LRA, SDA, EEA, OHSA, BBBEEE
- Knowledge of HR information systems

### Your application

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We welcome applications regardless of age, disability, sex, gender identity, race or sexual orientation.

If you wish to apply, please submit your application, including your CV, at least two contactable references and your motivation [here](#)

[www.tinyurl.com/masifundeHR](http://www.tinyurl.com/masifundeHR)

Last day of the application is 31<sup>st</sup> of January 2025

Only shortlisted candidates will be contacted. We reserve the right not to fill this position should we not find a suitable candidate.

For enquires please contact Tarryn Ramoo-Sakube on [tarryn@masifunde.org](mailto:tarryn@masifunde.org) / 041 581 2543