



Rainbow Chicken
currently has the following Vacancy:
HR Practitioner- KZN Agriculture
Covering Hammarsdale to PMB

***RAINBOW Chicken** is on the hunt for a seasoned HR Practitioner to oversee our KZN Farms. The role is required to ensure effective Human Resources support to the business unit/factory through adequate delivery of HR Services, practices, procedures. Must be strong on Employee Relations and up to date with the latest Labour Laws.*

Required Qualifications & Experience:

- Degree in Human Resource Management
- 2- 3 Years within the Human Resources Field, 3- 4 Years within and operations environment. FMCG/ Poultry experience would be advantageous,
- Valid Code EB drivers' license
- Willing to commute between our Farms around the Hammarsdale area up to Pietermaritzburg. To also be comfortable to represent regularly to CCMA cases in Pietermaritzburg for the business.

Required Knowledge and Skills:

Knowledge HR

- Principles and practices
- Employment and labour legislation
- Change Management Processes
- Health and safety policies and procedures
- HR systems

Skills

- Verbal and written communication
- Able to work under pressure
- Computer literacy
- Report writing
- Interpersonal
- Negotiation
- Logical thinking
- Problem solving
- Decision-making
- Analytical thinking
- Presentation
- Administrative and organisation
- Numeracy

Key Responsibilities:

Employee Relations

- Provide advice to line managers regarding the conduct and misconduct management processes.
- Provide advice to line managers and investigate/process disciplinary cases.
- Provide advice to line managers and investigate/process grievances.
- Review practices to ensure statutory compliance and regularly provide guidance to line managers.
- Manage the housing and SQ allocations and associated evictions.
- Participate in consultations with organised labour.
- Coach Line Managers on effective delivery of Disciplinary hearings
- Represent the organisation at CCMA (Conciliation and Arbitration)
- Chair the monthly meetings with Shop Stewards in the absence of HRBP.
- Manage and coordinate employee wellness including coordination of clinics, KKS, and capacity in meetings.

Resourcing

- Process permissions to recruit (workflow).
- Process the offers of employment/negotiation.

- Ensure that the Resourcing process is adhered to and jobs are timeously advertised on the eRecruitment and tracked.
- Manage and conduct interviews with Line Managers and selection test and make recommendations to Line for all C Band and lower positions.
- Supervise the orientation of new employees.
- Manage probationary reviews, employee evaluations and terminations.
- Ensure that the site job profiles are relevant and up to date and where job evaluation is required necessary arrangements are made with Line Manager and HRBP.

Talent Management

- Coach Line Manager on Performance Management Process and Talent & Org Review process.
- Facilitate Consistency Reviews and Talent & Org Review meetings.
- Coordinate the performance appraisal documents and consolidate performance ratings.
- Drive the succession planning for the site/ region.
- Facilitate employment equity target setting and monitor profile.

Organizational Design

- Liaise with Line Managers to get rationale for proposed positions, draw up new proposed org and submit to HRBP for sign off.
- Manage and update business organisational structure on SAP and ensure that all structures are up to date.
- Drive change management initiatives in line with the business and organisational objectives.

Training Development

- Compile training matrix from Appraisal doc.
- Facilitate HR training including adhoc refresher for employees and Line Managers.
- Drive Development Plans for all employees in C Band positions.

Employment Equity

- Drawing quarterly reports and discuss at EE meeting also using the same reports of appointments.
- Drive staff profile as per agreed KPI for the site by effectively engaging and advising Line Managers.

HR Administration

- Manage new employee on-boarding process.
- Manage terminations and exit interviews.
- Manage the capturing of HR information and data into the relevant systems and assure the integrity of the data.
- Provide advice and information to management and employees on HR policies and procedures, including equal opportunity, anti-discrimination and occupational health and safety programmes.
- Advise management on work matters, career development, personal problems and industrial matters.
- Counsel employees on policies and rules relating to employment policies and programmes, and on the company's rules and regulations.
- Prepare and process employment and personnel reports and surveys.
- Provide advice and assistance to staff members regarding possible discrimination on the basis of race, religion, non-relevant physical or mental disability, sex and age.
- Audit and draft compliant issues related to Ecowise and Capacity (5 files to be audited per month).
- Quarterly checks on allowances (e.g.: cold allowance) and compare with actual employees working in department.
- Run and analyse HR reports, and discuss with business (to update monthly dash board).

Closing Date: 29 August 2024

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