

## VACANCY: HUMAN RESOURCE SPECIALIST

Applications are invited from suitably qualified candidates for the position of Human Resource Specialist at the Status Capital Building Society's Head Office in Ezulwini. This position reports to the Managing Director.

Human Resources specialist plans, **coordinates, and direct the administrative functions of an organization**. They oversee the recruiting, interviewing, and hiring of new staff; consult with executives on strategic planning; and serve as a link between an organization's management and its employees.

### JOB PURPOSE:

HR Specialist will oversee implementing recruitment, payroll, learning and development, policies, employee relations, support in the development of HR strategies in SCBS.

### Responsibilities:

- Enhance the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Bridge management and employee relations by addressing demands, grievances, or other issues
- Maintain the work structure by updating job requirements and job descriptions for all positions
- Support organization staff by establishing a recruiting, testing, and interviewing program; Counselling managers on candidate selection; Conducting and analyzing exit interviews; and recommending changes.
- Prepare employees for assignments by establishing and conducting orientation and training programs.
- Manage a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; and recommending, planning, and implementing pay structure revisions.
- Ensure planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; and counseling employees and supervisors.
- Implement employee benefits programs and inform employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; and designing and conducting educational programs on benefit programs.
- Ensure legal compliance by monitoring and implementing applicable human resource requirements, conducting investigations, maintaining records, and representing the organization at hearings.
- Enforce management guidelines by preparing, updating, and recommending human resource policies and procedures.

- Retain historical human resource records by designing a filing and retrieval system and keeping past and current records.
- Cultivate professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
- Complete human resource operational requirements by scheduling and assigning employees and following up on work results.
- Manage human resource staff by recruiting, selecting, orienting, and training employees.
- Advance human resource staff job results by counseling and disciplining employees; and planning, monitoring, and appraising job results.
- Contribute to team effort by accomplishing related results as needed.

**Key competencies:**

- Hiring
- Human resources management
- Benefits administration
- Performance management
- Communication processes
- Compensation and wage structure
- Supporting diversity
- Classifying employees
- Employment law
- Policies and strategy formulation
- Organization

**Educational/Professional Requirements:**

- Bachelor's degree from a four-year college or university or similar work experience required
- 4+ years of experience in progressively responsible human resource roles
- 3+ years of experience in Labor Relations and Employee Relations
- 3+ years of experience in a supervisory role

Interested applicants should submit their Application Letters and CVs to [recruitment@scbs.co.sz](mailto:recruitment@scbs.co.sz) before the close of business on the **2<sup>nd</sup> March 2022**.