



*"To cultivate an environment within which the City of Tshwane can grow its human capital and the economy through the facilitation, implementation and management of developments with a specific focus on Economic Development and associated activities within Tshwane"*

## TSHWANE ECONOMIC DEVELOPMENT AGENCY (TEDA)

### **HR Officer (Six Months Contract)**

**Competencies and Qualifications:** Relevant qualification in Human Resources Management. Five (5) years' experience in Human Resources management. Advanced knowledge of relevant tax legislation. Extensive experience and knowledge of payroll systems (VIP Payroll, SAP systems etc.). Knowledge of Human Resources management and development, administration and Microsoft office. Good verbal and written communication.

**Key Responsibilities:** The incumbent will report to the Manager: Human Resources Management and Development and will be responsible for the Compensation and Benefits Administration, daily administration of the payroll function. Recruitment process i.e. compiling recruitment requisitions from business units, designing advertisements for vacant roles, interview process, reference checks and appointment etc. Termination process, facilitate the exit interview and termination checklist. Skills Development, conduct training needs analysis and compile annual training plan. Performance management process, compile quarterly performance management report. Employee Relations, advice management on employee related issues and facilitate disciplinary, grievance and appeal hearings. Employee Wellness, review employee wellness service with external service provider quarterly and manage the wellness programme and related events. General, responses to the TEDA bi-monthly/annual audit process.

**Closing date: 20 December 2018 @ 12h00.**

Applications can be submitted to [teda.jobs@tshwane.gov.za](mailto:teda.jobs@tshwane.gov.za)

TEDA subscribes to the principles of employment equity in its recruitment processes.

Prospective employees will be subjected to security vetting.

NB: Applicants who have not received any correspondence from us within six weeks of the closing date can consider their applications unsuccessful.