



The Eastern Cape Socio-Economic Council (ECSECC) is a Schedule 3C Public Entity established in 1995 as a formal Consultative Council comprising the social partners of Government, organized business, organised labour, the Civil Society Sector and Institutions of Higher Learning in the Province of the Eastern Cape. Our mission is to eradicate poverty, create jobs, and enhance economic growth through developing our capacity as a multi-stakeholder centre of excellence in applied policy research, development planning, and facilitation.

Human Resource Officer (3 Months)

ECSECC is seeking to employ a suitably qualified Human Resource Officer to ensure that human resources is compatible to the organisation of ECSECC, while meeting basic requirements of Labour Legislation. The incumbent reports directly to the Human Resource Manager of ECSECC

Responsibilities:

- Manage and administer ECSECC recruitment process;
- Orientate new ECSECC staff;
- Reviewing & updating job descriptions for all positions regularly.
- Ensuring that adherence recruitment and selections policies and procedures
- Ensuring that all employee documentation is filed accordingly.
- Employee benefits administration.
- Drive staff development initiatives
- Manage and administer performance management;
- Ensure that all staff members have the documentation as per legislation requirement;
- Assist on the management of employee contracts, review and renewal;
- Manage and administer employee exit interviews.
- Communicating and explaining the organization's HR policies to the employees;
- Handling administration of all employees;
- Preparing and submitting all relevant HR letters/documents/certificates/attendance as per the requirement

Qualifications and Experience

- National Diploma or Bachelor's degree (NQF Level 6) in Human Resources Management
- Minimum 3 years Human Resource Experience
- Knowledge of Labour policies and legislation
- Good report and minute taking skills
- Good verbal communication skills
- Time management skills
- Administrative skills
- Conflict Management skills

- Problem solving skills
- Information management skills/ confidentiality
- A valid driver's licence
- Computer skills in Microsoft Office, ACCYS and VIP Leave System

ECSECC has the intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose appointment will promote representativity. ECSECC reserves the right not to make an appointment. Security checks and qualification verification will be conducted for the selected candidate. Correspondence will be limited to shortlisted candidates only.

Please fax / email your letter of application and CV to 043 701 3415, vacancies@ecsecc.org on or before the 17 March 2020.

Enquiries regarding application process: Ms Zuzeka Kwanga

Tel: +27 (0) 43 701 3400 / Fax: +27 (0) 43 701 3415

Physical Address: 12 Gloucester Road, Vincent, East London

Postal Address: Postnet Vincent, P/Bag X9063, Suite No 3025246, Vincent, 5247