

ADVERTISEMENT

To:	All Staff	From:	Melissa Anthony
Department:	All Departments	Department:	HR Department
Campus:	All Campuses	Campus:	Central Office
Subject:	Vacancy – Human Resource Development Officer		Date: 09 December 2019

HUMAN RESOURCE DEVELOPMENT OFFICER

SALARY RANGE: R 316, 791 – R373, 167 per annum (plus access to benefits)

OPEN VACANCY
[Ref.: 27/01/2020]

REQUIREMENTS

- Relevant three (3) year qualification in Human Resource Development, Industrial Psychology or Human Resource related field.
- Minimum of at least three (3) years' experience within a Human Resource Development environment.
- One (1) year supervisory experience. (advantageous)
- Professional Registration with SABPP. (advantageous)
- Computer Literate (Word, Excel and PowerPoint, Outlook etc.)
- Bilingual. (English plus Afrikaans or isiXhosa)
- Valid Driver's Licence.
- Sound knowledge of Human Resource legislation, policies, best practices, processes and procedures.
- Excellent interpersonal skills and ability to communicate with stakeholders on all levels.
- Experience in facilitating and coordinating training workshops.
- Ability to coach and mentor.
- Possess a positive and resilient demeanour with a hands-on approach to ensure successful task and project outputs.

DUTIES

- Manage the overall Human Resource Development of the College including budgeting, planning and implementation of the Workplace Skills Plan and SDA compliance.
- Perform duties of the Skills Development Facilitator of the College and liaise with relevant SETAs regarding skills development opportunities and interventions.
- Manage all performance processes of the College.
- Implement and drive annual and ongoing Employee Wellness initiatives and interventions including EAP's and facilitating counselling and advisory services.
- Drive Organisational Development, Culture and Change Management initiatives.
- Perform tasks related to Labour Relations – Render advice to line management, co-ordinate and attend disputes and CCMA/Bargaining Council processes.
- Manage the College Employment Equity Plan and EEA compliance.

- *Applications: Applicants must submit their CV, originally certified copies (not older than 3 months) of all qualifications (including school leaving qualifications), Academic Transcripts/ Statement of results, Identity document, Valid Driver's Licence (if applicable) and 2 recent contactable references. Please note that a passport or Drivers Licence will not be accepted in lieu of Identity Document. All applicants must submit a duly signed Z83 form to the Recruitment Officer, hand delivered to Northlink College - Central Office, 80 Voortrekker Road, Bellville, 7530 or posted to Private Bag X1, PANORAMA, 7506. Applicants will be subjected to a criminal background check as well as the verification of qualifications. No faxed or e-mailed applications will be considered.*
- *A complete set of application documents should be submitted separately for every post you wish to apply for. Please ensure that you clearly state the relevant post reference number on your application. Failure to attach the requested documents and incomplete applications will not be considered.*

Closing Date: 10 January 2020 at 12h00

Enquiries: 021 – 9709019

Preference will be given to designated groups in terms of the Employment Equity Act. No absolute barriers will be created against persons from the non-designated groups. The College reserves the right not to make an appointment. If you have not received a reply within sixty (60) days after the closing date, you can consider your application as unsuccessful.

• Belhar Campus

Tel: 021 952 2113 • Fax: 021 952 6694

• Bellville Campus

Tel: 021 951 2231 • Fax: 021 951 3967

• Goodwood Campus

Tel: 021 591 3181 • Fax: 021 592 2493

• Parow Campus

Tel: 021 931 8238 • Fax: 021 931 8244

• Protea Campus

Tel: 021 946 2250 • Fax: 021 949 0886

• Tygerberg Campus

Tel: 021 524 2200 • Fax: 021 524 2300

• Wingfield Campus

Tel: 021 591 9207 • Fax: 021 592 3923