

INTERNAL / EXTERNAL ADVERT

Post: HR Business Partner X2

Department: Corporate Services

Reference: SMNGR/RTIA/2026

Level: 7

Salary: R 338 106 per annum

Term: Permanent

Minimum Educational Requirements: * A National Diploma (NQF 6) and or B Degree (NQF 7) in Human Resources, Social Sciences, Public Administration.

Minimum Knowledge & Experience Requirements: *A total of 3-5 years working experience as a generalist in the HR field particularly.*Extensive experience and Knowledge in recruitment and selection practices and processes.*Benefits Administration experience.*Knowledge of implementation of all regulatory frameworks regulating the human resources function.*Knowledge of Payroll Management.*Knowledge of HRM and Development related trends, services and products.*Extensive knowledge of employee induction programmes.*Advanced knowledge in designing and implementing psychological assessments.*Extensive knowledge of legislation and regulations relating to human resources.*General knowledge of the AARTO Act, National Road Traffic Act and any other legislation and regulations impacting on road traffic.

Required competencies: An HR Business Partner (HRBP) must possess strong strategic thinking skills to align people initiatives with organizational objectives. *Excellent stakeholder management and influencing skills. *Strong expertise in talent management * Must also have sound employee relations capabilities. *The ability to leverage HR analytics and data-driven decision-making. *Excellent communication skills enable HRBPs to engage effectively with a wide range of stakeholders. *A thorough understanding of employment legislation, HR policies, and compliance requirements is fundamental. HRBPs must ensure that organizational practices comply with labour laws and regulations while mitigating legal and employee-relations risks.

Duties: Achievement of work plans

*Develop policies, processes and standard operating procedures relating to own area of Specialisation.

*Provide specialist input in the development of Operational Plans for the Unit; Execute work plans and drive the evidence collection in real time; * Produce reports against the implementation of work plans; *Eliminate and Respond to audit findings with complete evidence, on time; *Implement documented data management practices; and *Comply to policies and procedures in the unit.

Delivery effective services to role stakeholders

*Determine customer needs and engage in effective planning to determine and prioritize services to be rendered. *Liaise with Line Managers and HR Staff members on HR related issues; * Identify HR projects aligned to strategy and champion the implementation thereof;.*Communicate and manage customer service expectations, specifying services that will be rendered.* Meet customer expectation through maintaining appropriate communication channels, providing strategic advice and ensuring satisfaction with service delivery; and * Utilize feedback from customers to ensure continuous alignment and optimization of human resource services.

Design recruitment and selection processes for RTIA

Research and benchmark prevailing practices within the industry; Implement the approved policy on recruitment and selection;* Analyze recruitment plan in detail, specifying number of compliment per designation, timeframes and EE requirements;* Identify sources of recruitment and suitable external recruitment and assessment vendors / suppliers and negotiate SLA's ;* Determine and agree on recruitment principles with line management and negotiate SLAs *External recruitment and assessment vendors / suppliers and negotiate SLA's ;*Determine and agree on recruitment principles with line management and negotiate SLAs.

Conduct recruitment and selection as per RTIA's needs

*Review and Prepare advertisements and notices for vacant position and ensure that positions are advertised in the appropriate media and internally;*Gather applicant data, screen CV's and compile a shortlist of suitable candidates;.* Facilitate the shortlisting processes;*Provide advice to the selection committees in line with EE Targets of the Agency;* Compile, Implement and Monitor the EE Plan of the Agency;* Schedule and participant in applicant interviews with line management; *Conduct selection (competency assessments, background screening and panel interview) and background/reference checks; *•Facilitate the submission of supporting educational qualifications and other relevant information;.*Determine type of contract and conditions of employment;.*Design formal offers and process new staff into the system;* Develop and implement an induction manual; and facilitate induction of new candidates.* Equip new recruits with the necessary support and develop systems to facilitate integration into the organization; and * Facilitate exit interview processes.

Leave Administration

*Assesses the validity of leave applications and approvals to determine compliance with applicable procedures and leave credit Define; * Implement leave policy and procedures for RTIA . * Develop and monitor the implementation of technical processes and procedures for the capturing of administrative transactions and the handling of queries related to employee transactions; * Review ESS transactions to ensure compliance with approved procedures and processes; * Monitor and report on any irregularities related to employee leave.

Implement RTIA's benefits plan in line with overall HR strategy

*Implement the approved policy on Employee benefits and conditions of employment; *Implement annual cost of living salary adjustment; * Proactively implement changes associated with employee benefits and conditions of employment; *Implement compensation and benefit administration plan, policies, guidelines and practices in line with legislation and HR and Agency's strategy; * Pro-actively align compensation and benefit administration services to the direction given by HR strategy to specifically incorporate transformational targets to ensure that that RTIA is protected from risks associated with HR and tax legislation; * Structure and administer non-financial employee benefits; *In consultation with the Head of HR Operations approve all benefit and allowance claims promptly, accurately and keeps record of all required documentary evidence that support the claim; *Keep all personnel records and documents in line with the applicable information and archives prescripts; *Maintain all employee files for accuracy and compliance; *Ensure minimisation of audit findings on HR information as it relates to employee benefits; *Provide advice to employees on employee benefits; *Represent RTIA in external compensation and HR benefit management forums. *Liaise with Line Managers and HR Staff on benefits and compensation related issues;

Maintain human resources information

*Maintain all HR and employee files; * Ensure minimisation of audit findings on HR information. * Proactively introduce improvement opportunities in line with best practice to optimise organisational success. *Partner with management to optimise productivity and teamwork effectiveness. *Maintain ownership for own work, performance management and development. *Maintain open and honest communication. * Engage in problem solving and continuous improvement processes to optimise output of the area. * Demonstrate visible ownership of business wide initiatives impacting on area of accountability

Enquiries: Ms Basetsana Motshoane – 011 763 1103

Correspondence will only be with shortlisted candidates. If you do not hear from the Agency in three (3) months from the date of closure, please consider your application as unsuccessful. Recommended candidates will be subjected to the Agency's mandatory background checks, security clearance and qualification verification processes.

To apply please submit a letter of application, recent curriculum vitae as well as certified copies of qualifications and identity document. Applications must be addressed to mz3no0@apply.simplify.hr Please note that late applications and those without all the relevant supporting documents as prescribed above will not be considered.

The RTIA is an Equal Opportunity Employer and is seeking to balance the employment equity profile therefore the youth, Women and People living with disabilities are encouraged to apply.

Internal candidates who meet the requirements are encouraged to apply.

Closing Date: 10 August 2026