



ADVERT

Post: Assistant Manager: HR Business Partner
Department: HR Operations
Reference: HRBP/2021
Salary: R 470 040, 00 (Basic salary, excluding benefits)
Term: Permanent

Requirements: * Matric certificate * National Diploma and or B Degree in Human Resources, Industrial and Organisational Psychology, Social Sciences, Public Administration * Post-graduate degree in Human Resources, Industrial and Organisational Psychology, Social Sciences, Public Administration will be an added advantage* Minimum of five (5) years' relevant working experience within the HR field * Extensive experience and knowledge in recruitment and selection practices and processes * Knowledge of HRM and Development related trends, services and products * Knowledge of employee induction programmes * Extensive knowledge of legislation and regulations relating to Human Resources Management * General knowledge of the AARTO Act, National Road Traffic Act and any other legislation and regulations impacting on road traffic * Computer literacy * A valid driver's License.

Required competencies: * Communications skills * Writing and presentation skills * Interpersonal skills * Organisational skills * Hard working * Attention to detail * Focus * Integrity & Commitment * Analytical skills * Quality orientation * Service delivery orientation * Extensive Administrative skills * Good judgment * Team worker * Report writing skills * Flexible/change oriented * Assertiveness & decisiveness * Responsiveness * Databases and/or spreadsheets.

Duties: * **Coordinate the Recruitment & Selection function:** * Streamline the recruitment and selection processes of the Agency * Drafting of job descriptions and advertisement of positions * Capturing of executive summaries and coordination of shortlisting and conducting interviews * Applying policy provisions in respect of employment background checks (traffic infringements, qualifications, credit, criminal, reference checks and competency assessments where applicable) * Drafting of appointment letters and submissions as part of the recruitment processes * Provide information to business units on the organisational structure * Development and reviewing of applicable HR policies and procedures * Ensure minimisation of audit queries and ensure data integrity in relation to processes by applying approved policies * **Facilitate the Conditions of Service policy:** * Implement the approved policy on conditions of services * Provide advice on employee benefits and statutory requirements *

Ensure effective management of leave, housing, medical aid and pension benefits * Provide induction on employee benefits on newly appointed employees * Ensure data integrity on employee files * Facilitate the reporting of Injuries on duty as per COIDA stipulations * Facilitate the performance management and development system * **Facilitate and implement the Employment Equity functions:** * Provide secretariat services to the EE forum * Facilitate the implementation of the EE Plan * Provide statistical analysis of employee demographics * Compilation of the EE report to the Department of Labour * Provide advice, engage and consult with senior management, labour forums and employees on matters related to EE and its implementation thereof * Promote and champion EE within the recruitment and selection panels * **Maintain data integrity:** * Maintain all HR and employee files for audit purposes * Ensure minimisation of audit queries in relation to human resources * Ensure continuous updating of employee information on the system and or files * Ensure safe keeping on HR Data * Champion and facilitate change management and transformation processes.

Enquiries: Mr. C Barties – (087) 285 0500

Correspondence will only be with shortlisted candidates, if you do not hear from the Agency in two months, please consider your application as unsuccessful. Recommended candidate (s) will be subjected to applicable 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: The Human Resources Division, RTIA, PO Box 6341, Halfway House, 1685 or hand delivered to Waterfall Edge B, Howick Close, Waterfall Office Park, Bekker Road, Midrand or emailed to Recruitment@rtia.co.za

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. The Agency is thus strongly encouraging applicants from the following designated groups; Indians, Coloureds, Whites, unemployed youth, females and people living with disabilities to apply.

Closing Date: 13 September 2021 @ 16:00 pm