



# BeyondZero

a partner in public health transformation

Beyond Zero(BZ) has been successfully implementing comprehensive services across the HIV and TB care continuum in the Eastern Cape (EC), KwaZulu-Natal (KZN) and Limpopo Provinces in the past 16 years; targeting key and vulnerable populations including adolescents and youths, sex workers (SW), orphans and vulnerable children (OVC) and men who have sex with men (MSM) and people living with HIV amongst others. As one of the 4 nominated Principal Recipient (PRs) in South Africa to lead and provide strategic management, oversight, monitoring and evaluation on the implementation of the Global Fund grant for the period April 2019 until March 2022, Beyond Zero is recruiting to fill the following Positions under the GF funding mechanism.

**Contract duration:** One year fixed term with possibility of extension for 3 years depending on funding availability.

**Anticipated start date:** 1 May, 2019

**Closing date for applications:** 12 Noon (CAT), 20<sup>th</sup> May, 2019

**Remuneration:** Market related.

## **1 x HUMAN RESOURCES OFFICER: EAST LONDON**

### **Duties and responsibilities**

- Administration of recruitment and selection processes including drafting job adverts, shortlisting, interviews, conduct back ground checks and compiling interview reports, induction of employees etc.
- HR administration including drafting of offer letters, contracts, management of staff leave, timesheets, organogram, job descriptions, payroll inputs, skills reports etc.
- Ensuring compliance with SA legislation, HR policies, rules and regulations of BZ are adhered to.
- Coordinate Performance Reviews and staff development needs of the organization.
- Assist with all Employee Relations matters and coordination of employee wellness activities.



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- Maintenance of HR records including filing manually and electronically.
- Assist and participate in all HR activities and other ad hoc duties as assigned.

## Minimum Requirements

- A Bachelor's degree or National Diploma in Human Resources Management;
- Minimum 3 years' work experience in HR in an NGO environment
- Sound knowledge of South African HR Legislation governing (BCEA, EE, SDA etc.)
- Knowledge of Sage Payroll and benefits administration;
- A highly professional individual with the ability to deal with highly confidential matters;
- Excellent organizational skills
- Ability to work under extreme pressure and deadline driven
- Take initiative in resolving problems;
- Good working knowledge of Microsoft Word, Excel, Outlook and PowerPoint and HRIS systems
- A valid SA drivers' license and ability to travel as and when required

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***By applying for any of the above mentioned positions, applicants consent to BZ to conduct qualification, ID, Criminal and Reference checks on them which form part of its recruitment process.***

***To Apply:*** Cover letters clearly stating the Position being applied for and preferred region /location as stated on the advert, CVs, and copies of qualifications must be forwarded to **[gfreruitment@beyondzero.org.za](mailto:gfreruitment@beyondzero.org.za)**

*NB. Applicants who have not heard from Beyond Zero one month after the publication of these adverts should consider their applications unsuccessful and, any future correspondence from BZ thereof will be limited to shortlisted applicants only.*

*Beyond Zero reserves the right to re-advertise any of the above listed Positions should the need arise and also reserves the right not to fill any of the listed Positions.*

*None South African Citizens and none South African Permanent Residence holders must be in possession of valid documentation authorizing them to work in South Africa.*

*Beyond Zero is an equal opportunity employer.*

*Candidates from key vulnerable populations are encouraged to apply*

