



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 19 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: 6 months Fixed Term Contract (October 2021 until 31 March 2022)

Anticipated start date: 01 October 2021

Closing date for applications: 17 September 2021

Remuneration: Market related

HUMAN RESOURCES GENERALIST – EAST LONDON

Job Summary

- To implement and maintain accurate personnel records and salary administration efficiently and performing the day -to day functions in the running of payroll by ensuring that all payroll activities are completed correctly and on time, adhering to legislation and organisation policies and maintaining of confidentiality.
- The role will be responsible to assist with Human Resources adhoc projects, employee benefits policies and procedures, assumes primary responsibility for VIP payroll and Human Resources information systems via VIP and leave management on SMARTHR system.
- Offer professional service and support to staff and management as well as attending to all payroll related queries effectively and timeously.
- Operate as a subject matter expert and escalation point to resolve issues and continuously looking for improvement in payroll operational processes and designs and implements those initiatives.
- To provide effective professional advice and guidance to managers and employees regarding the correct implementation of labour laws and other legislative requirements, HR policies, practices and procedures.
- To ensure timeousness, consistency, credibility, and quality in the delivery of HR services, using resources productively.
- Coordinate performance management tasks including adhoc HR projects as and when a need arise.



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- Facilitate implementation of appropriate change management initiatives associated with transitional activities.

Duties and Responsibilities

1. Payroll

- Ensure timeous manual collection of time sheets
- Statutory submission and payments: PAYE / UIF
- Ensure maintenance of salary records
- Provide support on all audits.

2. Organisational Development

- Support in administering the Organisational performance Management system.
- Facilitate implementation of appropriate change management initiatives associated with organisational transition activities.
- Supports the goal of establishing the human capital of the organisation as a critical component in accomplishing organisational and program goals.

3. Training and Skills Development

- Provide support on all training initiatives
- Manage individual and departmental plans

4. Recruitment

- Facilitate the recruitment & selection process of existing and potential staff on all levels to ensure all vacancies are filled timeously

5. Employee Relations

- Provide support to line managers on all ER matters
- Track and monitor all dispute matters referred to CCMA

6. General HR

- IOD Administration
- Act as a change agent by facilitating the implementation of various transformation strategies thereby contributing towards changing the culture in the area of people management and development in the department.



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- Ensure constant adherence and compliance to the Company's HSEQ and security standards, any local by-laws and government legislation so as to minimise all risk pertaining to the company's assets and stock, be an excellent corporate citizen, remain operational and ensure the safety of all people.
- To support the effective management of the human element in an organisation by means of an effective HR service delivery model and system.
- Support all audit activities

Minimum Requirements

- Human Resources/ Payroll Diploma
- Bachelor's degree in business administration, HR management, or related field an advantage
- Minimum 5 years' experience performing payroll and general HR functions
- 4–5 years' experience in Human Resources
- Experience in SAGE, Premier VIP and HR Premier Payroll System experience
- Excellent Computer skills - advanced experience on WORD, EXCEL, lotus notes and payroll database/s
- Exceptional knowledge and experience in BCEA, PAYE, TAX, SARS, UIF COIDA Acts/legislation
- Related HR Project Management exposure.
- Excellent organizational and administrative skills
- Customer focused, team oriented.
- Demonstrate ability to innovate and support change.
- Personal and professional integrity of the highest order.
- Record keeping, report preparations, filing and record management techniques
- Project Management skills
- Analytical skills
- Problem-solving and conflict management skills
- Excellent communication skills

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 mentioned on the adverts, CVs, and copies of qualifications must be forwarded to qfrecruitment@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



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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.

