



BeyondZero

a partner in public health transformation

Contract duration	: Fixed term contract (Period October 2022 ending March 2025)
Anticipated start date	: 01 October 2022
Closing date for applications	: 23 September 2022
Remuneration	: Market related
1 X HR GENERALIST	: EAST LONDON

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 18 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. Beyond Zero is one of 4 nominated Principal Recipients in South Africa to lead and provide strategic management, oversight, monitoring and evaluation on the implementation of the Global Fund grant.

Purpose of the role:

Human Resources generalist is responsible of ensuring a smooth, sound, and legally defensible hiring and onboarding process. Develop, maintain, and execute compliant HR management policies and practices, also to help addressing organizational challenges through human capital solutions, amongst others including hiring, training, and performance evaluation. HR generalist plays a crucial role in establishing, maintaining, and encouraging productive relationships within the organization and in strategically aligning BZ functions to serve the organization's goals.

Duties and Responsibilities

To perform this job successfully, an individual must be able to perform the following:

Workforce Planning and Recruitment

- Set out the actions necessary to have the right people in the right place at the right time.
- To ensure an adequate supply and pipeline of appropriately qualified staff through sourcing staff and building the future supply of the right skills to meet the needs of the organisation.
- Managing and closely monitoring the organisation recruitment burn rate.
- Supports organization staff by establishing a recruiting, testing, and interviewing program; counselling managers on candidate selection; conducting and analysing exit interviews; and recommending changes.



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- Maintaining the department's organogram to ensure accurate head count and departmental structure

Learning and Development

- To support and accelerate skills development and achievement of employment equity and organisational transformation and limit the impact of skills shortages.
- Creating a learning culture and environment that enables optimal individual, team and organisation learning and growth in both competencies and behaviour.
- To ensure learning and development is a catalyst for continuous improvement, change and innovation.
- Provide support to managers in handling all individual development plan as well as the execution of these IDPs.
- Support HR Executive in the development of the organisation's annual training plan.

Performance Management

- Directing, supporting and improving individual and team performance in enabling the sustained achievement of organisational objectives.
- Manage and monitor the full annual performance management process.
- Ensuring that performance reviews are taking place as planned in line with the HR annual calendar.

Employment Relations Management

- Create a climate of trust. Cooperation and sustainability within an organisation and harmonious, productive working environment which enables the organisation to compete effectively in the health care NGO space.
- Represent BZ in the stakeholder's forums and advocate the organisations interest.
- 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.
- Provide for first level responses as needed and consultation for day to day employee relations questions or concerns.
- Responsible for investigating and responding to internal and external complaints, CCMA, Department of Labour.
- Represent the organisation at CCMA Conciliations matters
- Serve on organisation's committees.



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- 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.

Minimum Qualification, Education and Experience

- Bachelor's degree in business administration, Human Resources management, psychology or any related field
- 5+ years of experience in progressively responsible human resource roles
- 5+ years of experience in Labour Relations and Employee Relations
- Computer competency
- VIP/SAGE system experience
- SMART HR system is an advantage
- Employee Wellness experience
- CCMA representation experience at Conciliation level
- Chairing and facilitation of Grievance and Disciplinary Hearings
- Full knowledge and understanding of LRA, BCEA, SD Act, EE Act,

Skills & Competencies:

- Demonstrate ability to translate HR strategy into operational activities.
- Display willingness to make decisions, exhibit sound and accurate judgement, and make timely decisions.
- Look for ways to improve and promote quality and demonstrate accuracy and thoroughness.
- Prioritize and plan work activities, use time efficiently, and develop realistic action plans.
- Promote and personally observe safety and security procedures.
- Synthesize complex or diverse information.
- Speak clearly and persuasively in positive or negative situations, demonstrate group presentation skills and conducts meetings.
- Must be reliable, have a firm and fair attitude, assertive yet friendly
- Mature emotional intelligence
- Excellent communication skills (both written and verbal)
- Willingness to travel to various offices of BZ
- Must be strong on routine and is self-disciplined and self-motivated
- Must be open and honest at all times, upfront, proactive, able to apply one's mind



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- Must be able to handle pressure
- Strong negotiation Skills
- Excellent organizational and administrative skills
- Strong analytical Skills
- Accuracy
- Attention to detail and high level of confidentiality
- Record keeping, report preparation, filing methods and record management techniques

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 gfreruitment@beyondzero.org.za Ability to work in highly pressurized work environment with very tight deadlines **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.**

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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 reserves the right not to fill any of the listed Positions.
Beyond Zero is an equal opportunity employer.
Candidates from key vulnerable populations are encouraged to apply

It is unlawful to employ a person who does not have permission to live and work in South Africa. Unless the advert states otherwise, please ensure you have this permission before applying.

By expressing the interest in the position, applicants are consenting in terms of POPI Act for their curriculum vitae be shared with the relevant people authorised to act on behalf of BZ in the recruitment process



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1 X HR ADMINISTRATOR	: EAST LONDON

Beyond Zero (BZ) has been successfully implementing comprehensive services across the HIV and TB care continuum in the Eastern Cape (EC), Free State (FS), KwaZulu-Natal (KZN) and Limpopo Provinces in the past 18 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.

Purpose of the role

- The HR Administrator provide HR Administrative services and support to the HR team and the Organisation's stakeholders.
- To enable professional HR management by providing an efficient and effective administration and support function to the business.

Duties and Responsibilities:

GENERAL ADMINISTRATION

- Assist in Engagement administration.
- Generating letters of increases, transfers, promotions, etc
- Handling queries on medical aid, leave, provident funds,
- Order stationery for the department and the floor
- Arrange gifts and certificates for long service and excellence awards
- Act as a central point of reference for internal and external queries, ensuring that messages are recorded and reported on in a timely manner.
- Organise meetings and other ad-hoc requirements (including booking rooms, arranging refreshment etc.) and support the team in the preparation of information etc.
- Manage employee personal information by maintaining personnel files
- Maintains leave records.
- Maintaining and manage the Orange system
- Actioning employee withdrawals.
- Processes employee benefits.

SALARY AND EMPLOYEE BENEFITS ADMINISTRATION



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- Provide assistance in administering employee benefit programmes and UIF claims.
- Assist staff with general queries on medical insurance and retirement fund.
- Liaise with the medical insurance and provident fund administrators on staff queries.
- Update employee details where necessary.
- Send out communication to staff on medical insurance annual increases.

RECRUITMENT AND SELECTION ADMINISTRATIVE SUPPORT

- Create interview packs which include CV, job description, job posting and Interview Assessment Forms.
- Advise agent/internal or external applicant of the outcome of the interview and update the Monthly Applicant Register.
- Send regret letters to unsolicited applicants
- Generate and hand out Starter Pack
- Schedule Induction meetings
- Schedule on boarding meetings with new employee and their managers

TRAINING ADMINISTRATION

- Updating monthly training hours
- Record keeping
- Book training and venues
- Update and maintain external course training catalogue
- Collate information for the compilation of donor compliance reports
- Liaise with all service provide and provide administrative support as and when required.

Minimum Qualification, Education and Experience

- HR Diploma or Degree.
- 2-3 years' experience as an HR Administrator.
- High computer literacy, including Microsoft Office, VIP/SAGE system: HR database.
- Basic HR Legislation understanding.
- VIP/SAGE system experience

Skills & Competencies

- Ability to prioritize projects of minimal to moderate complexity within given time frames.
- Ethical, honest and trustworthy. Take responsibility for own actions and treat others honestly and fairly. High personal standards and values.
- Ability to stay with a position or plan of action until the desired objective is achieved or no longer reasonably attainable.
- Ability to make an effort to listen to and understand both managers and employees anticipating both party's needs; gives high priority to satisfaction.
- Must be reliable, have a firm and fair attitude, assertive yet friendly
- Mature emotional intelligence
- Attention to detail: Ability to accomplish tasks through concern for all areas concerned, regardless of seeming relevance; showing concern for all aspects of the job; accurately checking processes and tasks; maintaining watchfulness over a period of time.



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- Planning and organising: Establishing a course of action for self or others to accomplish a specific goal; planning proper assignments of personnel and appropriate allocation of resources.
- Communication skills (both written and verbal)
- Must be strong on routine and is self-disciplined and self-motivated
- Excellent organizational and administrative skills
- Strong analytical Skills
- Accuracy
- Attention to detail and high level of confidentiality
- Record keeping, report preparation, filing methods and record management techniques

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None South African Citizens and non-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.

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