

<b>Contract duration</b>	<b>: 10 Months Fixed Term Contract</b>
<b>Anticipated start date</b>	<b>: 01 March 2023</b>
<b>Closing date for applications</b>	<b>: 15 February 2023</b>
<b>Remuneration</b>	<b>: Market related</b>
<b>1 X HUMAN RESOURCES OFFICER</b>	<b>: East London</b>

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. Beyond Zero is recruiting to fill the following positions to drive Health Services intervention on **Bumbingomso**, a development project of NDOH, co-financed by Federal Republic of Germany through KFW and the DG Murray Trust in Buffalo City District and Amathole District.

### **Purpose of the role**

HR Officer will be responsible 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.

### **Duties and Responsibilities**

- Administration of recruitment and selection processes including drafting job adverts, shortlisting, interviews, conducting background checks and compiling interview reports, induction of employees etc.
- HR administration will also be responsible for drafting of offer letters, contracts, management of staff leave, timesheets, organogram, job descriptions, payroll inputs, skills reports etc.
- Facilitate implementation of appropriate change management initiatives associated with transitional activities.
- 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.
- Maintenance of HR records including filing manually and electronically.
- Management of HR System
- Assist and participate in all HR activities and other ad hoc duties as assigned

### **Educational Qualifications & Experience Required:**

- 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 Labour Law Legislation (LRA, 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

### **Skills Requirements/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)
- 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
- 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



# BeyondZero

a partner in public health transformation

***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 [recruitment@beyondzero.org.za](mailto:recruitment@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. This is a re advertisement applicants who has previously submitted applications for the position should not re apply for the position.*

*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.*

*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.***

***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.***

