

Job Title: HR Generalist

Permanent Position

Reports to Operations Manager (who reports to ED and Deputy Programme Director).

Salary: R12000 P/month

Job Purpose

This team member in conjunction with the **Operations Manager** is responsible:

- maintaining accurate employee records, (Employee Form to be updated-check Labournet template) safeguarding check list of sexual offenders
- including staff files,
- HRIS data, and
- other HR documentation.

He/she will be the first point of contact for employees who have any questions or concerns regarding contracts, paperwork, and more

Job Duties and Responsibilities

- Recruitment
- Coordinating job postings
- Sourcing candidates -managing
- Screening resumes -managing
- Administrative work regarding scheduling interviews with the hiring team - coordinating Interview Panels
- Present in interviews, when Ops Manager absent
- Putting together an employment offer –customize to project specifics
- Guiding the salary negotiations- In the absence of Ops Manager
- Conducting reference and background checks-manage this- outsource OPS manager
- Managing the employee onboarding process-automate this with signature (video)/template for Ops Manager to check
- Complying with all relevant laws regarding reporting and records retention
- General

Policy for hiring time-lead timeline the timeline JD and advert/salary

- HR generalists may handle any queries and administration tasks related to employee benefits and perks, including healthcare,
- Pensions, retirement plans, and annual leave
- Workplace safety,
- Employee relations,

Encompasses all the day-to-day functions of overseeing the people side of businesses, including:

- **Conducting exit interviews** – When employees leave the organization, HR Generalists will often sit down to discuss why they are leaving, and this information can be used to help improve the organization.
- Performance management: HR Generalists work with managers to create performance [management](#) plans and oversee the entire process, including goal setting, [performance appraisals](#), and career development planning

Labour law compliance

- HR Generalists will also take on the role of ensuring compliance with reference to the country's labour laws and regulations, managing risk, and updating HR records to ensure they are accurate. Laws are constantly changing, so staying up to date with these changes and being proactive in implementing any necessary changes in the workplace is essential.

HR Skills and competencies

A strong command of technology is essential for all HR professionals information relating to recruitment, payroll, performance, and benefits will be stored in an HRIS (Human Resource Information System), Being able to understand key HR metrics and work with data is now critical as it enables HR to make evidence-based decisions that benefit the business.

- Managing budgets, timelines, and people,-OPS Manager in absence
- Communicating effectively with employees, managers, and stakeholders,
- Planning and executing training sessions and team building exercises, and
- Developing change management plans.-OPS Management

Close: 15 February 2024

Must be able to start 1 March 2024

Contact hr@onetoonechildrensfund.org