

**JOB TITLE** : JUNIOR HUMAN RESOURCE BUSINESS PARTNER / HUMAN RESOURCES OFFICER (C5)  
**REPORTS TO** : SENIOR HR MANAGER OPERATIONS  
**BUSINESS UNIT** : HUMAN RESOURCES  
**LOCATION** : HEAD OFFICE: PRETORIA  
**POSITION STATUS** : PERMANENT  
**POSITION GRADE** : C5

## Purpose of the Job

The Junior HR Business Partner / HR Officer will be responsible for to provide all-inclusive end-to-end HR generalist support aligned with the Business needs and reports within Human Resources Business Partnering Function.

## Job Responsibilities

- Provide guidance and support the responsibility area on Human Resource best practice ensuring proactive delivery of HR initiatives, activities in line with business processes for effective people management.
- Provide effective and on time counselling on policies and procedures.
- Active involvement in the recruitment process ensuring applicable processes are followed, documents correctly completed, job adverts correct posting and take responsibility in leading related activities as assigned from time to time.
- Support the functional business area in ensuring that the company remains fully compliant with changes adopted from employment law; all relevant policies, procedures, and applicable legislation and HR practices. Ensuring these are implemented appropriately, fairly and consistently.
- Maintain accurate and up-to-date employee records
- Prepare and submit various weekly, monthly, quarterly and ad hoc reports to line management within the Operations and HR business partnering discipline.
- Ensure understanding and supports the HR value chain areas with necessary administrative, governance, approval, tracking, monitoring and reporting requirements
- Responsible for administrative tasks that contribute effectively to a better place of work.
- Must be passionate and highly effective and efficient professional in dealing with employees, line management across all levels of the organisation.
- Ensure Proper employment contract management, that complies fully with governance process of the Postbank. Ensure proper on-boarding of new employees, aid the new employees with on-boarding documents
- Ensure professional engagement with internal and external stakeholders and service providers.
- Ensure all appointments are conducted in line with set governance and that there is accurate and up to date record keeping of all employees' personal files.
- Provide effective and efficient support to HRBPs and Snr HRM and discipline across all HR value chain areas including, Talent sourcing, Performance management, Learning and Development, Talent management, Employee Relations, Remuneration and Benefits, Employee Wellness, Change management, Retirement, Medical Boarding, etc
- Maintains professional conduct with all stakeholders ensuring all work is completed on time and accurately.
- Provide end to end HR value chain support to the business with clear guidance and alignment of the HRBP and the Snr HRM regarding all people management matters.
- Maintain healthy work relations with all stakeholders and teammates.
- Ensure accurate information is provided to employees.
- Ensure the effective and efficient management of HR activities and assignments in line with applicable governance, HR ways of work, and legislative requirements including, amongst others, Postbank policies, PFMA, BCEA, fraud prevention and risk management principles, legislation, corporate governance, Delegation of Powers, company policies, processes, regulations, etc.
- Must conduct all HR services in an ethical manner

## Qualifications and Experience

- Degree and/or related Advanced Diploma Human Resource Management/Behaviour Science (NQF 7).
- At least 3-5 years HR experience in similar position.
- Experience in the financial industry and banking sector etc will be added advantage

## Applied Knowledge and understanding of:

- A good understanding of labour legislation, regulations, practices, processes and procedures
- HR governance processes
- Project management (principles, practices, techniques and tools)
- HR Value Chain Areas and end to end people and business processes
- HR Systems

## Skills and attributes

Computer skills (PowerPoint, excel, word, Ms outlook etc), Good presentation skills, Good verbal and written communication skills, Good interpersonal skills, Good Time management skills, Must have attention to details and good record keeping skills, Ethical conduct, Networking skills, Conflict resolution and/or mediation skills, Influencing and Negotiation skills, operational skills, Decision making skills, Problem Solving, Analytical Thinking and Research skills, Ability to analyse problem situations and support the design process of effective remedial solutions, Planning, coordination & implementation skills, Emotional intelligence, Business Acumen, Business Intelligence/ Organisational awareness, Adaptability to change, Learning Agility, Initiative, creativity and Innovation, Relationship Building, Resilience, Customer and Client Orientation, Data Management and Reporting skills, Demonstrate maturity and independence, Initiator and good team player and contribute positively to the HR Discipline.

## How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to [RecruitmentSN@Postbank.co.za](mailto:RecruitmentSN@Postbank.co.za) Please indicate in the subject line the position you are applying for. To view the full position specification, log on to [www.postbank.co.za](http://www.postbank.co.za) and click on Careers.

## Closing Date

**18 March 2025**

## Disclaimers

The South African Postbank SOC Limited is committed to the achievement and maintenance of diversity and equity in employment, especially with regard to race, gender and disability. In compliance with the bank's employment equity plans, we encourage and welcome applications from diverse groups from the South African Employee active population. Correspondence will be limited to short-listed candidates only.

If you do not hear from the South African Postbank SOC Limited or its Agent within 3 months of this advertisement, please accept that your application has been unsuccessful. The South African Postbank SOC Limited reserves the right not to fill the positions or to re-advertise the positions at any time.

POPIA provides that everyone has the right to privacy and it includes a right to protection against the unlawful collection, retention, dissemination and use of personal information. By applying for employment you consent to the processing of your personal information with Postbank. Your personal information and any attached text or documentation are retained by Postbank for a period in accordance with relevant data legislation.