

**JOB TITLE** : HUMAN RESOURCES OFFICER (PROJECT)  
**REPORTS TO** : HR COORDINATOR (PROJECTS)  
**BUSINESS UNIT** : HUMAN RESOURCES  
**LOCATION** : HEAD OFFICE: PRETORIA  
**POSITION STATUS** : FIXED-TERM CONTRACT (4-MONTHS)  
**POSITION GRADE** : C5

### Purpose of the Job

The HR Officer will be responsible to provide an all-inclusive end-to-end HR generalist support aligned with the Project needs. This role will furthermore be responsible for both onboarding and offboarding process of the project within Postbank.

### Job Responsibilities

- Provide guidance and support on Human Resource best practice ensuring proactive delivery of HR processes and consistent measurement across the project
- Support the project team in ensuring that the company remains fully compliant with changes to employment law and practices and that these practices are implemented consistently
- Maintain accurate and up-to-date employee records
- Ensure compliance to all relevant policies, procedures, and legislation
- Prepare and submit various weekly and ad hoc reports
- Prepare any necessary documentation for appointment and ensure necessary approvals
- Ensure Proper employment contract management
- Provide feedback to candidates where applicable
- Engage with vetting service providers and follow-up on any outstanding vetting results from time to time
- Ensure proper on-boarding of new employees, provide assistance to the new employees with on-boarding documents
- Ensure the efficient management, control, compliance and reporting of the function/resources in accordance with the stipulations of the PFMA, banks Act, Postbank Act, BCEA, fraud prevention and risk management principles, legislation, corporate governance, Delegation of Powers, company policies, processes, regulations, etc.

### Qualifications and Experience

- Degree and/or related Advanced Diploma Human Resource Management/Behaviour Science (NQF 7).
- At least 4 - 6 years' experience in a similar position preferably in the banking industry

### Knowledge and understanding of:

- A good understanding of labour legislation, regulations, practices, processes and procedures
- E-recruitment systems
- Competency Interview questionnaire development
- Competency frameworks
- Project management (principles, practices, techniques and tools)
- Various research and analysis techniques, and the practical knowledge of application in a diverse and dynamic environment

### Skills and attributes

Project management skills, Verbal and written communication skills, Good interpersonal skills, Detail oriented and accurate, Networking skills, Conflict resolution and/or mediation skills, Influencing and Negotiation skills, Conceptualisation and integration skills, Decision making skills, Problem Solving, Analytical Thinking and Research skills, Ability to analyse complex problem situations and design effective remedial solutions, Planning, coordination & implementation skills, Emotional intelligence, Business Acumen, Business Intelligence/ Organisational awareness, Adaptability to change, Learning Agility, Initiative, creativity and Innovation, Critical Thinking, Managing and developing others, Relationship Building, Resilience, Customer and Client Orientation

## 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

**11 October 2024**

## 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, first preference will be given to candidates from designated groups. 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.