



The National Library of South Africa wishes to make the following appointment at its Pretoria Campus.

HUMAN RESOURCES PRACTITIONER

Contract: Five-month fixed term
Monthly Salary: R37 208.08

The objectives of the National Library of South Africa (NLSA) are to contribute to socio-economic, cultural, educational, scientific and innovative development by collecting, recording, preserving and making available the national documentary heritage and promoting an awareness and appreciation thereof, by fostering information literacy, and by facilitating access to the world's information resources.

The NLSA is seeking the services of a Human Resources Generalist for a period of five months. The position is based at the NLSA's Pretoria Campus but will be responsible for both the Pretoria and Cape Town Campuses.

KEY PERFORMANCE AREAS:

- To partner with line management, providing an effective, value adding HR service to meet the demands of a high-performance culture and proactively interact with line management and employees through the delivery of professional human resource management services.
- Handle the hiring process from beginning to end (advertising, screening, and shortlisting applicants and conducting interviews, probation process etc.).
- Administrate the Conditions of Service and Benefits including terminations, pension and provident funds, medical aid, funeral claims, and leave management.
- Administrate and co-ordinate the drafting of job descriptions, profiles, job evaluations, job gradings and related functions.
- Loading of personal information onto, and the management of, the HR system.
- Co-ordinate the Performance Agreement and Evaluation processes ensuring adherence to the Performance Management Policy and other related policies.
- Co-ordinate training and people development including skills analysis and co-ordination of training for all employees.
- Advise line managers and employees on labour relations matters including disciplinary and grievance procedures and assist with and attend CCMA cases.
- Assist management with all progressive disciplinary issues and preparation for CCMA cases and proper record management.
- Arrange monthly/quarterly meetings for Employment Equity, Skills Development and Organised Labour.
- Co-ordinate employee wellness management initiatives.
- Perform any other related duties as instructed.

MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree (NQF 7) in Human Resources Management/Development or Industrial Psychology.
- Minimum of 5 years of experience as a generalist HR Practitioner.
- Knowledge of human resources information systems.
- Strong working knowledge of Microsoft Office (including Excel, Word, and Outlook).
- Working knowledge of on-line meeting/interview platforms such as Microsoft Teams.
- Experience gained in a unionised environment.

KEY COMPETENCIES AND ATTRIBUTES

- Good communication skills.
- Relationship-building and interpersonal relationship skills.
- In-depth knowledge of the Human Resources Management value chain.
- People management and conflict resolution skills.
- Attention to detail.
- Ethical and reliable.

KNOWLEDGE

- Law that governs employment and remuneration relationships and its application.
- Knowledge of Recruitment and Selection processes.
- Working knowledge of running payroll.
- Knowledge of Performance Management.
- Advanced knowledge of tax calculation.