



## JOB ADVERTISEMENT (RANDBURG, GAUTENG)

***FASSET complies with the provision of the Protection of Personal Information Act, therefore information below is collected and will be used for recruitment processes. By submitting your documents, you consent to the processing of your personal information for the intended purpose.***

<b>SUMMARY</b>	
Post Title	: <b>Human Resources Specialist</b>
Closing Date for Applications	: <b>28 March 2024 @12:00</b>
Commencement Date for Post	: <b>As soon as possible</b>
Total Cost to Company	: <b>R 640 734,91 (TCTC) (Not Negotiable)</b>
Reference	: <b>FAS/RECRUITMENT/HRM22024</b>
<b>JOB IDENTIFICATION</b>	
Department/Unit/Section	Human Resource Management
Reporting Line:	Human Resources Manager
Full-time/Part-time/Contract:	Permanent
<b>PURPOSE OF THE JOB</b>	
To coordinate Human Resources (HR) business partnering functions which include but not limited to Recruitment and Selection, Employment Equity, Labour Relations, Employee Performance Management, HR Administration, Remuneration and Benefits, Training and Development and Conditions of Service.	
<b>MAIN ACCOUNTABILITIES</b>	
<ul style="list-style-type: none"> <li>• Coordinate specific sequences associated with Recruitment and Selection;</li> <li>• Facilitate Employee Performance Management process, including and not limited to performance agreements, assessments and moderation committee;</li> <li>• Coordinate sound Labour Relations by monitoring collective/recognition agreements, discipline, grievances, dismissals, suspensions, CCMA and Labour Court cases;</li> <li>• Provide secretariat duties to the Management Employee Relations Committee, Skills Development and Employment Equity Committee;</li> <li>• Facilitate, administer and implement Employment Equity Plan and ensure timeous submission of the Employment Equity report;</li> <li>• Coordinate all specific principles and processes associated with Training and Development, training needs, WSP and ATR, Internships, TVET learners and Induction Programme;</li> <li>• Coordinate HR Annual Performance Plan targets and ensure full achievement thereof;</li> <li>• Liaise with Finance and SCM Department to monitor budget and procurement process to ensure compliance with the legislation e.g. (PFMA, PPFA, and BBBEE).</li> <li>• Implement the Remuneration Policy, Benefits, and all Conditions of Service;</li> <li>• Provide input to the Human Resources Plan and/or departmental needs and identify risks;</li> </ul>	



- Contribute to the overall HR Policy development and review processes.
- Partner with the Supply Chain/Finance team to ensure compliance to delivery of approved learning interventions;
- Coordinate, monitor and report on Leave Management Cycle activities, thus ensuring accurate leave records and reporting;
- Effectively coordinate HR records and ensure availability of HR related information for audit requirements;
- Coordinate Employee Health and Wellness, Disability activities , Change Champions, Men's Forum initiatives, Choir and Sports activities;
- Account on all HR functions, ad hoc HR projects coordination and Internal workshops;
- Compile monthly, quarterly, annual, and other ad hoc HR reports for submission to HR manager;
- Supervise Human Resources Administrators, Interns and Learners within the HR department;

**REQUIRED QUALIFICATION**

Qualification	<ul style="list-style-type: none"> <li>• Grade 12/Matric;</li> <li>• National Diploma in Human Resource Management or relevant and equivalent Qualification at NQF level 6</li> <li>• A qualification at NQF level 7 and a Post Graduate Qualification at NQF Level 8 an added advantage</li> </ul>
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**REQUIRED EXPERIENCE**

Essential:	<ul style="list-style-type: none"> <li>• 3 years' experience in Human Resources Management value chain at a level of an HR Practitioner or Officer or Administrator within HR generalist environment;</li> <li>• 1 year experience on SAGE People System an added advantage</li> <li>• SABPP or IPM registration an added advantage.</li> <li>• Experience in the Public Sector an added advantage.</li> </ul>
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**COMPETENCIES REQUIRED**

Critical	<ul style="list-style-type: none"> <li>• Excellent command of English (verbal and written).</li> <li>• Administration ability.</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Good relationship with stakeholders.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Attention to detail.</li> <li>• High level of confidentiality and organisational skills;</li> </ul>
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**KNOWLEDGE REQUIRED**

Essential	<ul style="list-style-type: none"> <li>• Basic Conditions on Employment Act.</li> <li>• Skills Development Act.</li> <li>• Skills Development Levies Act</li> <li>• Employment Equity Act.</li> <li>• Labour Relations Act.</li> <li>• COIDA.</li> <li>• PFMA and BBBEE.</li> <li>• HR Policies and Processes.</li> <li>• Public Sector reporting protocol.</li> </ul>
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#### COMMENCEMENT DATE

FASSET requires applications for a permanent **Human Resources Specialist** to join existing team as soon as possible.

#### TOTAL COST TO COMPANY (TCTC)

The TCTC to be offered for this position is **R 640 734,91 (TCTC) (Not Negotiable)**

#### ASSESSMENT

Applicants may be required to undergo a competency assessment.

#### CONTACT DETAILS

Kindly submit your full Curriculum Vitae (with 3 references), **certified copies** of matric certificate, Identity Document and Qualifications by no later than **28 March 2024 @12:00** to: [HRM22024@fasset.org.za](mailto:HRM22024@fasset.org.za) ***Only applicants with the required Qualifications and Experience will be considered. Correspondence is limited to shortlisted candidates only. Should you not hear from FASSET after 6 weeks of the closing date, kindly accept that your application was unsuccessful.***

Enquiries: Mr Karabo Dikgore, Email: [Karabo.Dikgore@fasset.org.za](mailto:Karabo.Dikgore@fasset.org.za) ***(APPLICATIONS SENT TO THIS EMAIL ADDRESS WILL NOT BE CONSIDERED FOR RECRUITMENT PROCESS AND ARE AUTOMATICALLY DISQUALIFIED).***



***FASSET applies the principles of Employment Equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability.***