



The Housing Development Agency (HDA) is a National Public sector development agency that, *inter alia*, has the mandate to identify, acquire, prepare and develop suitable land for human settlements. The agency also undertakes the programme and project management for development of housing and human settlements. The HDA carries out its functions in partnership with a range of stakeholders including national, provincial and local government and municipalities, as well as with communities, developers and financiers. Established in 2009, the Agency was established by an Act of Parliament in 2008 and is accountable through its Board to the Minister of Human Settlements. For more information about the HDA, please visit our website: [www.thehda.co.za](http://www.thehda.co.za).

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The HDA has the following **permanent** vacancy:

**Officer: Human Resources (x2)**

**Location: Gauteng**

**Reference: JHB000623**

**Main Purpose of Job:** To work in conjunction with the Human Resource (HR) Manager to ensure a comprehensive human resource service is delivered to the business. To implement and provide advice and assistance on company policies and procedures. Ensure compliance with relevant legislation and Acts.

**Key Responsibility Areas:**

**Recruitment and selection**

- Cost effective and speedy recruitment of temporary and permanent employees nationally
- Accurately create and advertise all new positions both internally and externally
- Manage the complete recruitment process from initiation to selection complying with the HDA recruitment processes
- Liaising with and managing recruitment service providers
- Participating in interviews and managing the recruitment process and adhere and drive all recruitment processes
- Support management with selection procedure
- Preparation of employment contracts and engagement packs for all new staff
- Manage the co-ordination of all other activities relating to new engagements e.g. Induction, Joining formalities etc.
- Manage the development job profiles for positions and complete job evaluation for functions with the organisation

**Training and skills development**

- Identify training needs for employees with consultation with management and information gathered from performance contracts and development plans
- Work closely with HR Manager in identifying appropriate training courses
- Ensure that training is documented, reported on and tracked on a monthly basis
- Ensure that the Workplace Skills Plan and implementation plan is submitted timeously
- Ensure comprehensive and accurate capturing of reports are well kept of all training conducted on a monthly basis
- Following up on training with staff after course completion (training template must be completed)
- Develop and preparing quality training reports and submitted timeously

- Assist with developing training matrix aligned with individual development plan
- Complete and update skills matrix on an Annual basis

#### **Induction support**

- Support to HDA induction programs with all new staff
- Ensure induction presentation is kept up to date
- Preparation of induction presentation
- Managing the implementation of induction programmes

#### **Employee relations**

- Assist HR Manager in managing industrial relations (IR) matters
- Provide guidance and advise on appropriate disciplinary procedures as per HR policies
- Ensure best possible relationship and conformance to best IR/LRA practices and lawfulness is maintained
- Draw up documentation for disciplinary enquiries, i.e. counselling forms, warning letters etc.
- Provide counselling and coaching relating to conflict and performance issues
- Promote and actively assist HR Manager with all OD, staff relations and culture development and improvement programs
- Assist HR Manager to institute necessary communication structures and/or instruments to ensure effective flow of staff/HR related information to all staff

#### **Performance management**

- Support implementation of the organisations performance management programme and processes
- Ensure that all performance appraisal forms have been correctly completed
- Monitor progress of performance assessment completions by due date
- Capture performance results

#### **HR Policy and procedure implementation**

- Provide support to the HR Manager in the implementation of policies and procedures
- Assist with rollouts and workshops upon implementation
- Continuous support and training on HR Policies

#### **HR Sage and administration**

- Proficient with application and implementation of Sage People 300 including ESS
- Manager and maintain all data with the SAGE People 300 system
- Responsible for leave management and ESS system
- Must be able to manage all Sage reporting
- Ensure that HR, Remuneration and Grade data is accurate

#### **HR Administration**

- Assist HR Manager with annual salary increase process Projects
- Responsible for administration and managing of:
  - Payroll support/ documentation
  - Leave management
  - Staff benefits
  - Staff personnel files
  - Responsible for personnel file updates and corrective measures implemented
  - Support with all HR Audits
- Assist Human Resources Manager with managing and co-ordination of projects such as:
  - Implementation of Employee Wellness project
  - Organisational development and design
  - HR staff interventions
  - Responsible for accurate HR reporting
- Support with coordination and processes with ERC and EE committees
- Assist with development and monitoring of Employment Equity (EE) plan

**Requirements**

- Degree/Diploma in HR with five (5) years relevant working experience within Human Resources division
- Solid knowledge, interpretation and application of HR policies, practices, procedures and statutory requirements
- Must have extensive Sage People systems and ESS management
- Knowledge of legislation (BCEA, LRA, COIDA, OSH Act, EE Act, etc.)
- Competent in MS Office

Please click on the following <http://sixsense.co.za/recruitment/> - (follow the link to the correct reference number for this position and complete the application)

Should you not comply with the above requirements your application will NOT be considered.

**Closing date for applications:** 21 June 2020

CVs received after the closing date will NOT be considered. Kindly take note that if you have not been contacted within fourteen (14) days of the closing date, please consider your application unsuccessful.

**Enquiries: Audra King 010 007 5649 or 076 456 2819**

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**Conditions of Service:** The HDA is an equal opportunity employer • Appointments will be made in accordance with the HDA Employment Equity policy • The HDA reserves the right not to make an appointment.