



**TAMDECO
APPOINTMENTS**
the talent magnets



**PERMANENT POSITION: HUMAN RESOURCES SPECIALIST
REPORTING TO: CHIEF EXECUTIVE OFFICER · BASED IN: CAPE TOWN
SALARY LEVEL 11: R811 560,00 – R952 485,00
(TOTAL COST TO COMPANY PER ANNUM)**

The Financial and Fiscal Commission (FFC) is a constitutional institution mandated by the Constitution of the Republic of South Africa, 1996. The FFC makes recommendations and give advice to the three spheres of Government on financial and fiscal matters.

The Commission requires the services of a Human Resources Specialist. The primary purpose of the job is to provide effective and efficient specialist professional human resources support to the FFC. The incumbent must ensure that the organisation fulfils its mandate as set out in chapter 13 of the Constitution of the Republic of South Africa, 1996 as amended.

MINIMUM REQUIREMENTS

- Degree in Human Resources Management.
- Five years' experience in the Human Resource field, two of which must be on a supervisory level.

EXPERIENCE

- Effective written and verbal communication skills.
- Ability to maintain high level of confidentiality and top secret.
- Experience in drafting strategic documents, Policies and Procedures, Standard Operating Procedures and HR Guidelines.
- Knowledge of Public Administration.
- Excellent interpersonal and problem resolving skills.
- Computer literate.

COMPETENCIES

- Public Administration
- Financial Management
- Communication
- Computer Literacy
- Ethics and Integrity
- Diversity and change management
- Organisational Sensitivity
- Presentation Skills
- Computer literate- Outlook, Excel, Word and Power Point
- Ability to work on SAGE and ESS Systems.

KEY PERFORMANCE AREAS

Effective And Efficient Implementation of The Human Resources Strategy

- Develop, implement, and review the Human Resources Strategy and Annual Plan.
- Ensure that the deliverables are budgeted.
- Ensure an effective interface between the HR and Finance functions.

Development, Implementation and Review of Human Resources Policies, Strategic Documents And Templates

- Develop, implement, and review all Human Resources Policies and Procedures.
- Monitor changes in legislative requirements and the need to develop/ update Human Resource Policies and Procedures.
- Develop and implement Human Resources Guidelines, Standard Operating Procedures and Directives in line with FFC internal protocols.

Implementation Of Human Resources Systems and Processes.

- Efficient implementation of Human Resources Systems and Processes to ensure that HR meets its strategic objectives.
- Attend to the Recruitment administration in terms of FFC internal processes.
- Monitor staff adherence to the Code of Conduct and Ethics.
- Monitor staff adherence to the FFC Values.

Employee Remuneration and Benefits

- Management of Employee Remuneration and Benefits.
- Provide staff with expert remuneration package structuring.

Human Resources Record Keeping and Archiving

- Administer the Leave Management Systems and its salary impacts.
- Develop and maintain a functional record keeping system for all HR documentation and activities, in line with regulatory requirements.
- Ensure timeous statutory filing of reports namely: Employment equity reports, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance and so forth.

If you wish to apply, please e-mail admin@tamdeco.co.za. Applications must be accompanied by a curriculum vitae containing two contactable references, certified copies of qualifications not older than three months, certified copy of identity document and certified copy of drivers licence. Please take note that qualifications and citizenship checks will be conducted on short-listed/recommended candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

If you have not received feedback within 3 (three) months of the closing date, please regard your application as unsuccessful. FFC aims to meet its equity objectives and is committed to the promotion of a representative workforce in terms of the relevant legislation. Preference will be given to African males and females; and people living with disabilities to achieve the objectives of employment equity.

**Closing date for application: 22 March 2024
No late applications will be accepted.**