FINANCIAL AND FISCAL COMMISSION

HUMAN RESOURCE OFFICER

Salary Level 10:	**R 689 796 – R 812 532 per annum (Total Cost to Company)**
Centre:	**Cape Town**
Reporting:	**HR Specialist**
Reference:	**HR/01/01/NOV/2026**

The Financial and Fiscal Commission (FFC), a constitutional advisory body established under Section 220 of the Constitution and the Financial and Fiscal Commission Act, 2015, invites applications for the position of Human Resource Officer.

The purpose of Human Resources Officer role is to provide the FFC with a HR administration, operational efficiency and accurate people information which enables HR function to adequately administer HR records, and that it complies to labour laws and FFC's policies, as well as implements the best human resources practices.

REQUIREMENTS

An appropriate bachelor's degree or B-Tech qualification in Human Resource Management, Psychology, Industrial Psychology, or a related field. A master's degree will be an added advantage. A minimum of five (5) years' Human Resources Generalist experience with strong Human Resources administration, reporting, and People Information Analytics experience. Advanced proficiency in MS Office Suite, including Outlook, PowerPoint, and Excel. Experience in HR Metrics, Employment Equity, and Workplace Skills Plan reporting. Mandatory VIP/Sage Payroll system experience. Sound knowledge of labour legislation, including the Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA) and Employment Equity Act (EEA). Ability to work additional hours when required. Excellent written and verbal communication skills. Strong analytical, organisational, planning and interpersonal skills, with attention to detail, initiative, perseverance, stress tolerance and the ability to follow through on deliverables.

DUTIES

The successful candidate will provide effective Human Resources administration and operational support to ensure compliance with labour legislation, FFC policies and HR best practices.

Key responsibilities include:

- Maintaining accurate employee records, HR information systems and people analytics to support organisational reporting and Employment Equity requirements.
- Administering recruitment and selection processes, including developing recruitment tools, coordinating interviews, preparing appointment documentation and facilitating employee induction.
- Providing HR governance support by advising employees and managers on HR policies and ensuring consistent policy implementation and compliance.
- Managing job evaluation processes, quality assurance of job profiles and grading consistency across the organisation.
- Coordinating training and development initiatives, maintaining training records, supporting Workplace Skills Plans and facilitating training interventions.
- Managing onboarding and orientation processes, ensuring completion of all employment documentation and facilitating performance agreement sign-off.
- Supporting employee relations initiatives and engagement programmes.
- Maintaining HR administration, payroll-related records, staff movement records, absence management records and HR reporting, including Employment Equity and Workplace Skills Plan reports.
- Supporting the implementation and monitoring of performance management processes and guiding managers and employees.
- Coordinating employee wellness programmes, staff engagement activities, change management initiatives, occupational health processes and HR projects.

APPLICATIONS

Applications must be submitted via email to: recruitment@ffc.co.za

NOTE

Applications must be accompanied by a comprehensive Curriculum Vitae, two contactable references, certified copies of qualifications (not older than three months) and a certified copy of the applicant's identity document. Shortlisted candidates will be subjected to qualification and citizenship verification checks and, where necessary, additional screening processes. Applicants with foreign qualifications must submit proof of evaluation by the South African Qualifications Authority (SAQA).

If no feedback is received within three (3) months of the closing date, applicants should regard their applications as unsuccessful.

The Financial and Fiscal Commission is committed to employment equity and the achievement of a representative workforce. Preference will be given to South African Black, Coloured and White females and males, and persons with disabilities in line with the organisation's Employment Equity objectives. No late applications will be accepted.

CLOSING DATE

04 December 2026