



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20250120/2915
Advert Reference Number:	DTP003/01/2025
Job Title:	Human Resources Officer
Job Level:	Paterson Grade C3
Vacancy Type:	Internal & External
Salary:	Minim R424,700 to Maximum R594,600 Cost to Company
Department:	DUBE TRADEPORT
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	Corporate Services Division
Number Of Posts:	1

Duties/Responsibilities:

1. PURPOSE OF JOB

To support the HR Business Partner with HR administration. To implement the day-to-day operations of HR administration to ensure that Dube TradePort's HR policies, procedures and programmes are administered and implemented effectively.

2. KEY PERFORMANCE AREAS

a. HR Strategy and Administrative Excellence:

- Knowledge of the HR Strategy and understand how it aligns to the objectives of DTPC.
- Provide input, within the scope of their role and when required, into and support the implementation of HR policies, procedures, processes and systems.
- Support the HR Team with the implementation of the approved HR Strategy and related projects and initiatives within Divisions.
- Support the utilisation of technology to automate HR processes, as far as possible for maximum efficiency and effectiveness.
- Liaise with line managers and employees on HR administrative related matters to form relationships in order to build trust, confidence and credibility.
- Support the implementation of HR procedures and processes that are efficient and effective, without compromising on values, inclusion or guiding principles.
- Deliver HR administration activities to high levels of service delivery and operational excellence.

b. Human Resources Planning and Resourcing:

- Support the HR Business Partner with the implementation of the workforce plans and structures for divisions, in line with staff cost budgets, provincial and national legislation, regulations and directives.
- Provide input, within the scope of their role and when required, into the regular review of the Recruitment and Selection Policy, Procedures and Processes.
- Support the implementation of the Recruitment and Selection Policy.
- Implement the recruitment, selection and promotion processes, for the vacancies allocated as per the Recruitment Plan, according to the workforce plan, Employment Equity Plan, BBBEE Scorecard and talent management and succession plan, ensuring candidates fit the role and company culture
- Ensure that vacancies are advertised and applicants are assessed and interviewed in accordance with approved policies and procedures.
- Compile job specifications based on approved job descriptions.
- Advertise vacancies responsible for, internally and externally. Engaging with recruitment agencies to ensure the sourcing of the best possible quality candidates.
- Shortlist potential candidates and prepare a matrix for line managers to review and confirm the final shortlist of candidates to be interviewed.
- Prepare competency based interview questionnaires together with the line manager for vacancies responsible for, and distribute packs to panel members prior to interviews.
- Schedule interviews, propose panel members and arrange for psychometric and risk assessments.
- Facilitate interviews and record outcomes.
- Communicate and give feedback to candidates on status and outcome of recruitment processes.
- Prepare Recruitment Memos and Letters of Offer, under the direction and guidance of the HR Business Partner, for review and approval.
- Prepare a compliant recruitment file to ensure that there are no audit items.
- Maintain a vacancy tracker that is updated weekly and measures time to hire for each vacancy.
- Support the HR Team with all administration related to recruitment.
- Co-ordinate the pre-start date arrangement activities such as office space, laptops, IT access, access cards, etc. by communicating with the line manager and responsible departments, to ensure the effective placement of new employees.
- Co-ordinate the induction process of new employees.
- Distribute evaluation forms to participants in order to obtain feedback.
- Prepare induction evaluation report for submission to the HR Business Partner.
- Support the HR Business Partner with the probation process.
- Prepare employee evaluations and reports for new employees.

c. Remuneration & Benefits and Exit Management:

- Provide input, within the scope of their role and when required, into the regular review of the Remuneration and Benefits Policy.
- Advise line managers and employees on the Remuneration and Benefits Policy and Procedures, with the support of the Remuneration and Benefits Manager where required.
- Advise and support line managers and employees on exit and termination procedures.
- Conduct Exit Interviews, under the direction of the HR Business Partner, and ensure that the questionnaires are completed and submitted to the HR Team.
- Provide the HR Team with exit data, as and when required.

d. Talent Management & Succession Planning and Learning & Development:

- Support the HR Business Partner with administrative activities relating to the implementation of the Talent Management and Succession Planning Policy and Procedures.
- Assist with capturing of talent and succession data and maintaining an updated database of information.
- Assist the HR Business Partner with the implementation of talent development initiatives.
- Provide input, within the scope of their role and when required, into the regular review of the the Learning and Development Policy and Procedures for DTPC.
- Advise line managers and employees on the Learning and Development Policy and Procedures, with the support of the Manager Learning and Development where required.
- Support the implementation of the Learning and Development strategy and plans to meet the employment equity and BBBEE scorecard objectives and targets.
- Track and capture PDP's on the Learning and Development module on the VIP system and draw monthly reports.
- Capture learning and development records on the Learning and Development module on the VIP System.
- Assist with scheduling training and development events.

e. Performance Management:

- Provide input, within the scope of their role and when required, into the regular review of the Performance Management Policy and Procedures for DTPC.
- Advise line managers and employees on the Performance Management Policy and Procedures, with the support

of the HR Business Partner, where required.

- Support the HR Business Partner with administrative activities related to the implementation of the Performance Management Policy and Procedures.
- Assist with capturing of performance assessment scores and drawing of reports.
- Support the HR Business Partner with the divisional performance moderation processes.
- Assist with capturing of performance assessment scores and drawing of reports.

f. Employee Relations:

- Provide input, within the scope of their role and when required, into the regular review of the the Disciplinary and Grievance Policies and Procedures for DTPC.
- Advise line managers and employees on the Disciplinary and Grievance Policies and Procedures, with the support of the HR Business Partner, where required.
- Support the HR Business Partner on all employee relations and disciplinary matters,
- Support the HR Business Partner to maintain all records and statistics relating to disciplinary proceedings and grievances.
- Act as Secretariat to the monthly Management and Shop Steward Meetings, by scheduling the monthly meetings, producing and distributing Agendas and Minutes for the meetings timeously.

g. Employment Equity (Transformation and Diversity Management):

- Provide input, within the scope of their role and when required, into the regular review of the Employment Equity Policy and Procedures and Employment Equity Plan for DTPC.
- Advise line managers and employees on the Employment Equity Policy and Procedures, with the support of the HR Business Partner, where required
- Support the HR Business Partner with administrative activities related to the implementation of the Employment Equity Policy and Procedures and Employment Equity Plan for DTPC.
- Assist the HR Business Partner with collating and compiling EE statistics for EE reporting.

Qualifications and Experience:

QUALIFICATIONS:

- National Diploma or Advanced Diploma in Human Resources or related field.
- Degree or BTech in Human Resources or related field will be advantageous.

EXPERIENCE:

- 3 to 5 years' relevant experience in the field of human resources as an administrator, officer or generalist HR practitioner.
- Experience in recruitment and selection.
- Knowledge of and administrative experience in Talent Management, Performance Management, Learning and Development, Employment Equity, Employee Relations, Remuneration and Benefits.

Essential Knowledge, Skills and Competencies Required:

KNOWLEDGE & SKILLS:

- Proficient in MS Office, particularly Excel and Word.
- Knowledge of all relevant legislation, e.g. Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Skills Development Act, Occupational Health and Safety Act, Taxation, Pension Funds Act, etc.
- Knowledge and understanding of financial management (numerical skills).

BEHAVIOURAL COMPETENCIES:

Analysis and problem solving, Judgement and decision making, Organisational awareness, Industry awareness, Cross-cultural awareness, Stress tolerance, Flexibility, Energy, Self-awareness, Reliability, Self-reliance and independent worker, Integrity, Proactive communication, Written and oral communication, Impact and credibility, Interpersonal sensitivity, Teamwork, Planning, Organising and prioritizing, Results, quality, detail and customer focused.

Additional Information

EMPLOYMENT EQUITY:

Preference will be given to Black candidates and/or candidates with disabilities, as per DTPC's Employment Equity Plan.

REMUNERATION & BENEFITS:

Minimum R424,700 to Maximum R594,600 Total Cost to Company, inclusive of:

oR840 Medical Aid Allowance per month.

oCompany Contribution to Provident Fund and Approved Group Risk Benefit.

Cellphone allowance of R1,000 per month.

Non-guaranteed performance bonus.

20 Working days leave per annum.

How to apply

To apply please log onto the e-Government Portal: <https://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <https://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: KZNHelpDeskRecruit@KZNpremier.gov.za

Closing Date : 31 Jan 2025

Disclaimer

DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

a)The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.

b)If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.

c)Applications received after the closing date will not be considered.

d)Please clearly indicate the name of the post and reference number of the position for which you are applying.

e)Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.

f)Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.

g)It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.

h)Only candidates who meet the requirements may apply.

i)Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.

j)Applications from Recruitment Agencies will not be considered.

k)Applications sent to incorrect email address will not be considered.

l)The respective Provincial Departments and Public Entities reserve the right not to make an appointment.

m)The appointed candidate shall be required to sign a performance agreement.

n)Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.

o)The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

By utilising the KZN Provincial e-Recruitment system, you hereby specifically acknowledge that you have read and accepted the following disclaimer:

I understand and agree that where information is provided, whether personal or otherwise, it may be used and processed by the owner of this e-Recruitment system, and such use may include placing such information in the public domain.

All reasonable measures to protect the personal information of users will be taken, provided that for the purpose of this disclaimer (personal information) will be as defined in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

The information and reports contained herein may not necessarily be accurate or final and must be viewed in the context of when such information or report is dated.

The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities, including their respective officials, duly appointed representatives, agents, and contractors, accept no liability whatsoever for any loss or damage, whether direct, indirect, special, or consequential, or expenses of any nature whatsoever, which may arise as a result of, or which may be attributable directly or indirectly to, information made available on these pages or links, or actions or transactions resulting therefrom.

By using the KZN Provincial e-Recruitment system, I specifically consent and submit to the jurisdiction of the South African Courts in regard to all proceedings, actions, applications, or the like, instituted by either party against the other where necessary.

If you do not agree to be bound by these terms, please do not make applications for posts through the KZN Provincial e-Recruitment system.