

Adapt IT Vacancy

Human Capital Officer

Location: Durban
Business Unit: Human Capital

Description

The Human Capital officer's role is to provide a high-quality human capital support and service to business operations functions. The generalist scope of service includes maintenance and enhancement of the organization's human capital through; planning, implementation and evaluation of employment relations matters, policies, and practices, the provision of expert technical knowledge, support and guidance to Management of the Business Units in line with Human Capital best practice and Labor Legislation.

Role Requirements

Working closely with departments, increasingly in a consultancy role, assisting line managers to understand and implement policies and procedures; provides advice and assistance to line managers and employees. Support the development and implementation of Human Capital initiatives and systems.

Role Responsibilities

- Provide support to line managers in developing job profile for a new vacant position
- Conduct interviews with the line manager and / or the interviewing panel of when applicable
- Coordinate interview outcome to the centralized recruitment team
- Initiate and manage end-to-end business unit specific onboarding process
- Prepare and extend of an appointment and offer letters upon successful appointment of an incumbent through the centralized recruitment team.
- Assist with the roll-out implementation of new and updated Human Capital policies
- Ensure compliance in respect of matters related to Human Capital policies
- Provide guidance to line managers and employees on all Human Capital policy matters
- Assist Human Capital Business Partners with the development /refinement of policies and procedures
- Provide ongoing support and follow up on development plan actions and maintain a tracking system (against the training plan tracker).
- Manage employee well-being/benefits administration in collaboration with payroll team
- Maintain and prepare data for human capital reports.
- Provide adequate Industrial Relations support with objective of guaranteeing business continuity and productivity

- Educate line managers regarding Industrial Relations in matters relating to misconduct, poor work performance, incapacity, automatic contract transfer, and retrenchment
- Provide guidance to line managers and employees on all Industrial Relations and /or labour related matters including chairing and representing in disciplinary enquiries, dealing with the absconding procedure as well as drafting charges, etc.
- Facilitate the process of sourcing a chairperson where applicable
- Conduct investigations into incidences reported, create records and maintain on the human resources system
- Ensure all Industrial Relations related matters are properly recorded.
- Promoting equality and diversity as part of the culture of the organisation;
- Drive initiatives as envisioned in the EE Plan, to completion by the planned due date
- Manage all Employment Equity (EE) data management and annual reporting
- Act as Human Capital Representative for the EE Forum in the absence of the Human Capital Business Partner
- Work with the Human Capital Business Partner to integrate BBBEE into the business culture of the organisation
- Develop the administrative framework and support structures to facilitate WSP and ATR recording
- Prepare and submit Workplace Skills Plans (WSPs) and Annual Training Reports (ATRs) to the Human Capital Business Partner
- Ensure accurate record keeping of training activities for reporting purposes.
- Ensure compliance in respect of matters related to Industrial Relations and/or labour including the following Legislation; LRA, BCEA, EE, SDA, OHS and the Employment Services Act
- Align Human Capital Systems with the Human Capital Processes
- Acting as the champion of the system for queries and ongoing improvements and ensuring all data is transferred and accurate
- Ensure that the HR Management System contains accurate and up-to-date information (employee details and organogram).

Education & Qualification

- A bachelor's degree in Human Capital Management or in another related field
- A minimum of 3 to 5 years' experience in a Human Capital Office role
- An understanding of, and insight into, the BCEA, LRA, OHS, EE, WSP and POPI Acts

Relevant Experience

- 3 to 5 years of qualitative HR administration experience and good knowledge of the HR function.
- Demonstration of a degree of proficiency in the South African Labor Law
- IT industry and skills development experience an added advantage

- Approximately 3 – 5 SAP and Payroll experience advantageous
- Functional working experience on MS Office, with strong excel skills.
- Proficient with Microsoft Office Suite
- Demonstrated ability to interface successfully at multiple organisation level

Personal Attributes and Qualities

- Problem solver
- Proactive and customer focus
- Excellent planning, organising and time-management skills
- Excellent communication skills, both oral and written
- Meticulous, with high attention to detail
- Action-oriented: able to take tasks to completion
- Good inter-personal skills
- Able to maintain a very high degree of confidentiality

Adapt IT is committed to successfully implementing employment equity initiatives that actively promote our Broad-Based Black Economic Empowerment (B-BBEE) policy.

Closing date:	30 September 2019
Contact person:	Absai Gama
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Position status:	Open