
JOB ADVERT:

Applications are invited from suitably qualified candidates for the following position.

PERMANENT POST: Senior Human Resource Practitioner

SALARY PER ANNUM: R 359 517.00 (excluding benefits)

REFERENCE: CRL/2024/6

CENTRE: Head Office, Braamfontein, Johannesburg

PURPOSE: Provide support for effective and efficient human resource administration and management in the CRL Rights Commission.

MINIMUM REQUIREMENTS: An appropriate 3-year Diploma (NQF6) in Human Resource Management or equivalent NQF6 qualification. At least 3 years minimum experience in a similar field. A minimum of 2 or more years' experience working in a Chapter 9 Institution will be an added advantage. Knowledge, working experience and understanding of applicable legislation governing HR, i.e.: BCEA, LRA, PFMA, Public Service Act, Code of Good of Good Practice, SMS Handbook etc. Excellent verbal and written communication skills and the ability to communicate effectively at all levels. Enthusiastic and timeline driven.

COMPETENCIES REQUIRED: Planning and Organizing; Ability to work under pressure and independently; Strong interpersonal relations; Ability to maintain high level of confidentiality.

DUTIES: Co-ordinate activities within the Human Resource Unit. Facilitate Recruitment and Selection in the CRL Rights Commission. Co-ordinate and facilitate training and development. Facilitate employee performance management and development system. Assist with Employee Wellness Programme. Compile Human Resource quarterly reports.

CLOSING DATE: 3 MAY 2024

ENQUIRIES: Human Resources

TEL: 011 358 9112/9108

Forward a written application, including a comprehensive CV, recently certified copies of your ID and qualifications and a driver's licence where applicable via email to recruitment@crlcommission.org.za, or hand delivered to The CRL Rights Commission Offices, 33 Hoofd Street, Forum IV, Braampark, Braamfontein. Applicants in possession of foreign qualifications must include the evaluation certificate from South African Qualification Authority (SAQA). Please note that failure to comply with the above instructions will render the application unsuccessful. The Commission reserves the right not to fill this position.