

Established in 2006, SEDA Construction Incubator (SCI) now National Construction Incubator (NCI) is a public benefit organisation mandated to develop and mentor emerging construction companies in South Africa. The core business of NCI is to develop emerging contractors through the infusion of both technical and business administration skills that are aligned with the introduction of technology in order to enhance the efficiency and efficient management of their businesses.

The following vacancy has become available and suitably qualified individual are encouraged to apply.

Human Resources Manager – Head Office Durban

Job Grade: D2 - Paterson System

Requirement: Degree in Human Resources Management or Industrial psychology. Five to ten years in Human Resources or three to five years management experience in Human Resources. Excellence verbal and written command of the English language, intermediate knowledge of MS Office, advanced knowledge in HR related software & programs, ability to work independently and take initiative, ability to work under pressure, skills development, performance management, Labour Legislation, experience in people management, experience in all Human Resources functions, extensive experience in policy development and a valid driver's license. Pastel Payroll and ESS extensive experience of minimum of 5 years.

Key performance areas: Pastel Payroll and Pastel ESS Essential. Draft HR Strategy plan in line with NCI strategic direction. Effective management of the recruitment process to ensure that suitable candidates are appointed. Draft HR related documents as required e.g., offers of employment, increase letters, promotion letters, counselling, disciplinary hearings. Effective management of employees 'leave and the leave system. Manage disciplinary processes with NCI and represent NCI in all CCMA hearings when necessary. Identify and implement suitable remuneration and performance management system. Implement personnel development initiatives as well as a sound succession planning and Talent Management drive. Manage and an effective Induction and exit process. Drive employee wellness programmes. Initiate Employee Value Proposition. Ensure compliance with the skills development Act, Employment Equity Act and Health & Safety Act and Employment Equity Act. Generate/ Prepare and submit monthly & quarterly HR reports or any other relevant report as required by the Human Resources and Remuneration Committee and the CEO. Manage Receptionists and General Workers.

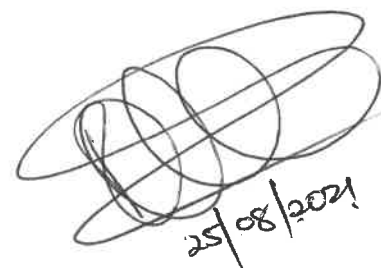
Competencies required: Good verbal and written communication skills, decision making skills, relationship building, teamwork, problem solving, people management, planning, organising and control skills.

Only apply if you comply with the Qualifications, Skills and experience requirements outlined in the Advert.
Driver's License and own car an added advantage.

Location: Head Office - Durban

CLOSING DATE: 01 September 2021

Contact details: Please send all applications and queries to: pa@seci.org.za



25/08/2021