



# ePH Vacancy Announcement



## HUMAN RESOURCES MANAGER

### Purpose of the job:

The Human Resources Manager is responsible for the provision of support to line managers in the execution of human resources related activities and to consult on the people component of the unit's business plan. The incumbent will further be required to participate as a credible business partner by developing human resources solutions that add value to the business units' core strategic focus areas.

### Qualifications & Requirements:

- A three-year Degree or Diploma in Human Resources Management or an equivalent NQF level 7 qualification
- Minimum 5 years Human Resources Generalist experience.
- Minimum 5 years' experience on a management level.
- Extensive Experience within a unionized environment.
- Good knowledge of Remuneration, Talent Management, Transformation, Recruitment and Selection, Learning and Development, Organizational Design and Reengineering, IR and Performance Management.
- Computer proficiency in Microsoft Office suite.

### Duties & Responsibilities:

- Develop, Roll out and Review HR policies and procedures.
- Enhance morale and productivity, limit job turnover, and help the hospital to increase performance.
- Handle all aspects of industrial relations including but not limited to handling conflicts, disciplinary actions, terminations, poor work performances and investigations.
- Provide guidance and support to all Unit Managers.
- Management of the recruitment and selection process in conjunction with department heads.
- Prepare new employee proposals & appointment letters.
- Ensure proper application of the relevant labour legislation (BCEA, LRA, EEA, POPIA).
- HR compliance: Ensure compliance with Skills Development & Employment Equity submissions.
- Strategic HR Management: Draft new and amend existing company policies and procedures in line with changing legislation and/or business needs. Ensure that this is rolled out and signed off.
- Manage all staff training and development initiatives.
- Employee wellness by prioritizing, promoting and reporting on staff wellness.
- Ensure a proper HR documentation system is in place and maintained.
- Ensure that all staff employed by the hospital have a job description and performance agreements.
- Oversee the leave administration and approval function and ensure compliance to the leave policy and BCEA.
- Management of overtime worked to ensure that it complies with the BCEA.
- Conducting Exit Interviews for all staff that has resigned.
- Monthly HR report.

How to apply:

If you meet the above minimum requirements kindly submit your CV with a motivating letter to:

**Email: [hrman@ephospital.co.za](mailto:hrman@ephospital.co.za). Closing date: Friday, 28 February 2024 at 16h00.**