

Job Description: **Senior HR Practitioner**

Reference number: CA/SHR/2024-01

Job location: Profecia IT, Gqeberha Office

We're looking for a Senior HR Practitioner who will play a critical role in managing and overseeing various aspects of human resources within our organization. You will be responsible for implementing HR strategies, policies, and programs that align with our business objectives and support our employees' growth and development. This role requires a deep understanding of HR principles, strong leadership skills, and the ability to influence and collaborate across all levels of the organization.

Key Responsibilities:

Strategic HR Leadership:

- Develop and implement HR strategies that support our organizational goals and drive performance.
- Provide strategic guidance and input on HR issues to senior management.

Talent Acquisition and Management:

- Oversee the recruitment process, from sourcing to onboarding, ensuring the organization attracts and retains top talent.
- Develop and implement effective talent management strategies, including succession planning, career development, and performance management.

Employee Relations and Engagement:

- Foster a positive employee relations environment through effective communication, conflict resolution, and policy enforcement.
- Implement initiatives to enhance employee engagement, satisfaction, and retention.

Compensation and Benefits Administration:

- Oversee compensation and benefits programs to ensure competitiveness and alignment with organizational objectives.
- Analyze compensation data and trends to make recommendations for salary adjustments and incentive programs.

HR Operations and Compliance:

- Manage HR operations, including payroll, HRIS administration, and compliance with labor laws and regulations.
- Ensure HR policies and procedures are up-to-date and in compliance with legal requirements.

Leadership and Development:

- Lead and mentor HR staff, fostering a culture of continuous learning and professional development.
- Provide coaching and guidance to managers on HR-related matters.

Required Skills and Qualifications:

- **Experience:** Minimum 10 years proven experience in a senior HR role, with demonstrated success in strategic HR management.
- **Minimum Education:** Bachelor's degree in Human Resources, Business Administration, or a related field; Master's degree beneficial.
- **Knowledge:** Deep understanding of HR principles, employment law, and best practices. HR certification (e.g. HRP, HRS, HRG, HRBP, HRMP etc.).
- **Communication:** Excellent verbal and written communication skills, with the ability to influence and collaborate effectively.
- **Leadership:** Strong leadership and decision-making skills, with the ability to drive initiatives and manage change.
- **Analytical Skills:** Strong analytical and problem-solving skills, with the ability to analyse data and make data-driven decisions.
- **Ethical Standards:** High level of integrity and professionalism, maintaining confidentiality and ethical standards in all HR activities.

Working Conditions:

- Your position will typically be office-based.
- Occasional travel may be required for meetings, training, or other business needs.

Joining our team as a Senior HR Practitioner offers a challenging and rewarding opportunity to contribute to the success of our organization through effective HR leadership and management.

Suitably qualified and experienced candidates will be subjected to employment and criminal verification checks and will be required to undergo competency assessment/s. A comprehensive Curriculum Vitae must be submitted to careers@profeciait.co.za to be considered. Correspondence will be limited to shortlisted candidates and if you do not hear



from us within 60 days after the closing date, consider your application unsuccessful. Please quote the Job Description you are applying for and the Reference Number on the subject line of your email when applying. For enquiries, contact Ms. Monica Chawanda, Tel 041 582 4582. Closing date for applications: 11h00, 5 August 2024