

CAREER OPPORTUNITY

The Council for Scientific and Industrial Research (CSIR) is a leading scientific and technology research organisation, implementing projects throughout Africa and making a difference in people's lives.

Senior Human Resources Practitioner

About the job:

The CSIR has a vacancy for a **Senior Human Resources Practitioner** who will implement and support HR systems and solutions within CSIR operating units in a manner that supports the achievement of HR and organisational strategy. This position is based in **Stellenbosch**.

Key responsibilities:

- Provide relevant information pertaining to the unit business plan for consolidation into the organisation business plan and executive its implementation within the unit;
- Develop goals/objectives and action plans in line with a business plan/strategy/strategic objectives and efficiently utilise available resources to implement and executive operational plans for the unit;
- Generate consistent approaches across the organisation for recruiting, selecting and retaining, valuing and leveraging key talent;
- Correctly and timeously perform all administrative duties as required for recruitment and selection in compliance with HR policies and procedures;
- Develop the unit's new induction programme and presentations. Identify opportunities to improve the content and structure of the on-boarding programme;
- Construct a pathway or roadmap for the advancement in a profession within the organisation;
- Apply sound judgement and structured thinking to design a total reward and recognition system for the organisation; make recommendations/submissions to Executive management; implement the system; and monitor successful implementation and report on it;
- Design and implement employee wellness programme and apply sound interpersonal skills; assist in the resolution of employee concerns which may impact on their performance; and guide line managers on areas of expertise and generate a report thereof;
- Design and implement the performance management system; facilitate training to management; guide line management on the implementation of performance management; and monitor successful implementation of the system and report on it;
- Conduct ER investigations and dispute resolution; resolve grievances; conduct consultative interactions with employees; and conduct and chair disciplinary hearings;
- Accurately feed new information in the Management Information System (MIS) or oversee this process; monitor quality of data; generate management reports and information from the MIS; identify shortcomings of the system; and initiate action to upgrade.

Qualifications, skills and experience:

- A National Diploma or Bachelor's degree in human resource management, industrial psychology and/or related HR field with at least five years' experience in an HR generalist capacity in a medium to large organisation;
- A postgraduate degree will be an added advantage;
- In-depth exposure and experience in all HR functional areas;
- Good knowledge and basic exposure to junior/supervisory and people management skills;
- Excellent interpersonal skills;
- Problem-solving skills;
- Conflict management skills;
- Excellent report-writing skills.

Should you meet the above requirements, please email your CV to jobapplications@csir.co.za with your name and surname, position title and reference number on the subject line, (e.g. **John Smith: Senior Human Resources Practitioner Reference No: 308066**).

Closing date: 19 May 2017

PLEASE NOTE THAT FEEDBACK WILL BE GIVEN TO SHORTLISTED CANDIDATES ONLY.

For more info, please contact the CSIR Recruitment Centre on **012 841 4774** or email us at Recruitmentinfo@csir.co.za

*The CSIR is an equal opportunity employer. As such, it is committed to the Employment Equity Act of 1998. By applying for this position at the CSIR, the applicant understands, consents and agrees that the CSIR may solicit a credit and criminal report from a registered credit bureau and/or SAPS (in relation to positions that require trust and honesty and/or entail the handling of cash or finances) and may also verify the applicant's educational qualifications and employment history. **The CSIR reserves the right to remove the advertisement at any time before the stated closing date and it further reserves the right not to appoint if a suitable candidate is not identified.***