

Human Resources Practitioner: Incubation Centre's (IC) – Supplier Park Development Company (SOC) Ltd trading as AIDC, Rosslyn, Gauteng

The Supplier Park Development Company (SOC) Ltd trading as AIDC is a Government owned, public entity company established to provide support to the SA Automotive Industry in its drive for global competitiveness. It is a dynamic company that offers exciting career opportunities. The AIDC's success hinges on its human capital, and in the pursuit to realise its strategic objectives, the AIDC aims to recruit a **Human Resources Practitioner: Incubation Centres (IC)** in a **permanent contract** position with three months' probation. The successful candidate will report directly to the **Human Resources Manager: Administration and Resourcing**.

POSITION : **Human Resources Practitioner: IC**
PERIOD : **Permanent Contract**
LOCATION : **AIDC and Incubation Centres**
ADVERT REF NO : **2021/11- 5**
DEPARTMENT : **Human Resources**
TCOE : **R 521 112,46 per annum**
JOB GRADE : **D1**

CURRENT JOB TITLE	Human Resource Practitioner: IC	JOB GRADE	D1
PROPOSED JOB TITLE	HR Practitioner		
JOB CODE			
DEPARTMENT	HR: Administration and Resourcing		
DATE REVIEWED	07/07/2021		
LOCATION	Rosslyn		
EMPLOYMENT STATUS	Permanent		
PURPOSE STATEMENT			
Provides general day to day HR support services to the AIDC HR and its various Incubation Centres. The HR Practitioner also ensures support and advice is provided to employees with respect to understanding organizational and legislative procedures related to their employment, employee relations issues, benefits and development and also follows up on any procedural problems, documentation and inquiries.			

POSITION IN THE ORGANISATION	
2ND LINE MANAGER (2ND LEVEL)	Senior Manager: Human Resources
1ST LINE MANAGER (1ST LEVEL)	HR Manager: HR Administration and Resourcing
POSITION	HR Practitioner: IC
SUBORDINATE (1ST LEVEL)	Junior HR Practitioner: HR Administration and Resourcing
SUBORDINATE (2ND LEVEL)	
SUBORDINATE POSITIONS	
<i>Please provide job titles of subordinates and total number of employees per job title (organogram can be inserted)</i>	
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MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
<p>1. Human Resources Planning</p> <ul style="list-style-type: none"> Human Resources forecasting, job analysis, importance and specifications, job profiles, key performance areas and competency levels.. Assist the organisations in the various Incubation Facilities to develop Human Resources strategies, policies and practices that meet the needs and objectives of the organisations Participate in business planning for the incubatees organisations by proposing new operational targets and service delivery improvements; mentor and coach staff as necessary; find solutions or alternatives to problems and recommend course of action 	10%
<p>2. Recruitment and Selection</p> <ul style="list-style-type: none"> Recruit and select the most appropriate personnel for the AIDC HR and incubatees – recruitment advertisement, shortlist candidates, interview and select the most suitable candidates, conduct pre-employment checks, compile recruitment statistics and reports for IC; Liaise with management when vacancies arise and advertise internally and externally following due process Processing of new-hire documentation, Drafting employment contracts 	30%

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
<p>3. HR Administration</p> <ul style="list-style-type: none"> • Ensure HR archives are maintained • Scan and file documents on personal files • Maintain the HR policies • Ensure implementation and compliance to policies • Leave administration • Recommend solutions to resolve attendance difficulties. • HR Premier updating • HR Premier reporting • Provide basic information, answer employee and manager questions and complete operational level transactions • Provide advice and assistance to staff on pay and benefits systems • Providing answers to employee and manager questions pertaining to policy, benefits, employment law • Facilitate the Exit process • Organize employee compensation, pay and benefits when positions are transferred 	30%
<p>4. General Support</p> <ul style="list-style-type: none"> • Attend department meetings to represent HR • Disability administration • Ensure HR Compliance to all legislation and company policies and procedures • Maintain accurate personnel records (manually and e-filing) • Manage risks and incidents relating to human resource management, reports on incidents. • Contribute to operational strategy sessions; • Maintain appropriate HR information systems; • Conduct Exit interviews and report on causes and rates of attrition; • Complete monthly and quarterly reports for the incubatees and the AIDC; 	10%
<p>5. Employee Relations</p> <ul style="list-style-type: none"> • Ensure that the AIDC and incubatees comply with relevant legislation, Labour law and Best Practices; • Deal with all aspects of employee relations, including implementing disciplinary and grievance procedures and conflict management • Attend union meetings 	20%
TOTAL	100 %

A) KNOWLEDGE AND SKILLS	
FORMAL EDUCATION	<ul style="list-style-type: none"> • Grade 12 • Diploma in HR or relevant qualification • National Diploma in Human Resources
TECHNICAL/ LEGAL CERTIFICATION	<ul style="list-style-type: none"> • SABPP Certification an advantage
EXPERIENCE	<ul style="list-style-type: none"> • 5 years HR related experience • Extensive experience on Employee Relations

COMPETENCIES		
KNOWLEDGE	SKILLS	ATTRIBUTES
Human Resource Management	Computer Literacy	Tact
Administration Systems	Communication – verbal and listening	Innovation
CRM	Problem solving	Time Management
Workplace Law	Decision making	Attention to detail
BCEA (Basic Conditions)	Inter-personal	Honesty
Policies and Procedures	Negotiation	Ability to work under pressure
SDF	Presentation Skills	Integrity
LRA	Conflict Handling	Sense of Humour
Job Descriptions	Written communication skills	Resilient
Delegation of Authority	Coaching / Mentoring	Consistency
	Facilitation	
	Training	
	Administrative	
	Report writing	
	Relationship versatility	
	Supervisory Skills	
	Teambuilding Skills	
	Research and development skills	
	Interviewing skills	

OTHER SPECIAL REQUIREMENTS

<ul style="list-style-type: none"> • Own transport

For full details on the above positions, including minimum requirements, qualifications and experience please visit the following respective website – www.ggda.co.za, www.aidc.co.za and www.conhill.org.za.

All enquiries and applications for Constitution to be addressed to recruitment@conhill.org.za. All enquiries and applications for GGDA holdings to be addressed to recruitment@ggda.co.za. All enquiries and applications for AIDC to be addressed to hrrecruitment@aidc.co.za

The closing date for all above positions is the 29th of November 2021 12:00 HRS midday, diversity is encouraged, preference will be given to Women, Youth and People with Disabilities and only shortlisted candidates will be contacted.

“The Protection of Personal Information Act (POPIA) came into effect on 1 July 2021. The GGDA respects your privacy and is committed to keeping your personal information secure and confidential. The Group will ensure that in Processing an Applicant’s or Employee’s Personal Information, it will adhere to its obligations in terms of POPIA. By virtue of you applying for this position, you give The Group the consent to keep and or process your information as per POPIA”.