

HR Generalist/Recruitment Specialist (Ref: 08/2018)

Are you looking for the next step in your HR career? Do you possess passion, integrity, innovation, excellence and gratitude? And are you seeking to join an environment where teamwork, recognition, personal accountability and service excellence is constantly presented?

If you answered yes to all of the above questions, you've come to the right place!

The Cape Town International Convention Centre (CTICC) understands that it is only our people who make us the success we are and, as a result, we make every effort to ensure that we recruit and retain talented, qualified and enthusiastic leaders, who are team players, able to embrace our values, fit in with our culture and recognize the value of hard work in a dynamic exciting environment.

The main purpose: The primary function of the HR Generalist/Recruiter is to assist the Human Resources Team with; HR administration, recruitment, performance assessments, staff wellness, oversight of payroll, industrial relations, B-BBEE and transformation, and HR compliance.

Reporting to: The Human Resources Manager

- **Human Resources Administration:** Responsible for tasks related to the Human Resources function, ensuring that all legislated and company requirements are performed to the highest standard at all times.
- **To manage a recruitment process:** Proactively sourcing and selecting competent talent, discussing vacancies and timeframes with Line Managers, maintaining, managing and developing recruitment platforms and channels, liaising with relevant recruitment agencies with regards to filling vacancies, creating job adverts, sending out relevant correspondence to applicants, compiling shortlist of candidates for vacancies, scheduling, co-ordinating and conducting competency based interviews, formulating interview guides, conducting all relevant checks, compilation of employment contracts for employees.
- **Remuneration & Benefits:** Assist with monitoring and the oversight of payroll, assist with research and the implementation of Remuneration & Benefit systems that meet the company and legislation requirements, proactively assisting with developing and adopting innovative reward and recognition strategies.
- **Retention and well-being of staff:** Meet with new starters on a monthly basis for the first 3 months of joining the business, escalating any matters that are required to be urgently addressed, ensure retention/succession plans are managed effectively, looking after Team wellness, helping the executive team to ensure high levels of motivation and happiness.
- **Exit interviews:** Monitoring, managing and analysing the exit interview process, compiling resignation reports to be sent to HRM.
- **Succession planning:** Ensuring that "high performers" are recognised and have been put on a fast track performance plan, building careers paths for talent and guiding them along their respective journeys.



- **HR Policies and Compliance:** Maintaining and updating the Company's HR policies, procedures and documentation, ensuring that HR administration is compliant, ensuring that the HR Team is ready for audits.
- **EE plan:** Manage and update the EE plan, ensure EE plan submissions are made timeously to the Labour Department, assist the company in its transformation agenda through shortlisting to the EE Plan.
- **Reporting:** Compiling HR quarterly reports, compiling weekly vacancy reports.
- **Projects:** Assist or manage Adhoc HR related projects
- **Workforce Planning:** Analysing vacancies to ensure that correct job descriptions are in place and are vital for the business, proactively planning ahead for new core roles to be filled.
- **Performance Management:** Drive and ensure performance management processes are completed timeously within the entire business.
- **Industrial Relations:** Managing any disciplinary issues, grievances and other industrial relation matters.

Minimum Qualifications & Experience Required:

- Diploma/Degree in HR or similar
- Minimum 3 to 5 years relevant experience in a similar position. Preference will be given to those with hospitality experience.

Skills & Knowledge:

- Microsoft Office and Advanced Excel skills
- Exceptionally strong administration skills
- Excellent knowledge of:
 - Basic Conditions of Employment Act
 - Sectoral Determination 14
 - Labour Relations Act
 - Employment Equity
 - Skills Development Act
 - Unemployment Insurance Act
 - Income Tax Act
- Excellent knowledge and experience in Recruitment & Selection, Succession Planning, Industrial Relations, CCMA processes, Employee Relations, implementation of Employment Equity, Remuneration & Compensation, Audit requirements, Performance Management, Human Resources Information Systems (HRIS): VIP Payroll, Leave and ESS System
- Organised
- Professional
- Ability to work under pressure
- Verbal Communication skills
- Planning Skills
- Customer Focus
- People Skills
- Action Oriented
- Time Management



Closing date: 23 February 2018

Remuneration will be discussed with the successful candidate. To apply, please send your CV and cover letter to recruitment@cticc.co.za.

The CTICC is committed to Employment Equity. Only shortlisted candidates will be contacted.

For more information on the Cape Town International Convention Centre please visit: www.cticc.co.za

CTICC



We are a green conscious convention centre.

Cape Town International Convention Centre