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FREE STATE GAMBLING AND LIQUOR AUTHORITY

RE-RUN

Human Resources Practitioner (Ref 010)

Purpose: to provide human resources (HR) advisory services so that professional HR service and good practices on HR are implemented in the Authority.

Key Performance Areas

- Manage the provision and maintenance of transactional human resources support services.
- Administer the implementation of organisational development initiatives as determined by the HR Manager.
- Administer a credible employee performance management system. Use the performance management to implement human resources development (HRD) processes.
- Manage the administration of the remuneration function. Ensure that payroll administration is adhered to and those payroll administration needs of FSGLA are met effectively and professionally within the approved payroll budget.
- Perform recruitment, within FSGLA so that most suitable candidates who meet the job requirements are sourced and appointed. Implement employment equity processes to ensure that an EE plan and policy are developed so that legislative and EE policy requirements are adhered to.

Requirements

- At least 4 years' experience as an HR Practitioner
- Knowledge of VIP Payroll System.

- 2 years' experience in Labour Relations
- Driver's licence is recommended.

Education

- Degree OR Diploma in HR or equivalent.
- Diploma in Labour Relations will be an advantage
- VIP Payroll certificate

Remuneration packages will be all-inclusive and market related, based on qualifications, prior learning and experience. A probity check will be performed on all short-listed candidates. The two successful candidates will undergo security clearance.

Candidates who meet the requirements can apply by quoting the reference number and submitting a detailed CV to:

The Human Resource Manager
36 First Avenue
Westdene
Bloemfontein
9300

Fax: 086 511 9551

E-mail: mohales@fsgrb.co.za

Closing date: Friday, 29 November 2013
at 16:00

If no feedback is received by Monday, 30
December 2013 Consider your application
unsuccessful.