

Human Resources Officer



Permanent Position – Based in Gauteng

**Remuneration: An all-inclusive package of R 482 649 per annum
(Total cost of employment)**

The South African Board for Sheriffs (SABFS) is responsible for the maintenance of the esteem of, the enhancement of the status of, and the improvement of the standard of training of and functions performed by sheriffs, in a manner that enhances access to justice.

The Board seeks to appoint a progressive, service-oriented and results-driven individual to effectively provide innovative, cost-effective and value-added human resources skills and experience to the SABFS.

KEY PERFORMANCE AREAS

- Talent Acquisition Management
- Management of Human Resource Development
- Employee relations
- Payroll, Compensation & Benefits
- Compliance & Report Writing

KNOWLEDGE, SKILLS AND ABILITIES

- Understanding of relevant HR legislation and best practices.
- Excellent interpersonal and communication skills - able to influence and communicate clearly at all levels, and across all departments
- High calibre of professional interpersonal skills, with excellent analytical, conceptual, and communication skills (both oral and written).
- Methodical and structured approach to tasks
- Able to set priorities and clear targets
- Have a client service approach
- High sensitivity to the confidential nature of the work
- Action-oriented: able to take tasks to completion; excellent project management skills
- Meticulous, with high attention to detail
- Able to work well in a team

QUALIFICATIONS AND EXPERIENCE

- Appropriate Tertiary Qualification (B Degree or equivalent) in Human Resource Management or similar
- Minimum 5- 7 years' experience as an HR generalist
- Proficiency in SAGE 300 People.

NOTE: Communication will be limited to shortlisted candidates. The preferred candidate(s) will be subjected to a competency assessment, security clearance and qualification verification.

APPLICATION PROCESS

- ❖ A Curriculum Vitae, certified copies of ID and qualifications should be submitted to jobs@sheriffs.org.za
- ❖ Closing date for all applications – 26 March 2024
- ❖ Full job description on the website from <http://www.sheriffs.org.za/vacancies>

NOTE: The South African Board for Sheriffs encourages applications from people with Disabilities.