

**VACANCY: HUMAN RESOURCE PRACTITIONER
(FIXED TERM CONTRACT UNTIL 31 MARCH 2030)**

An opportunity exists at the CHIETA head office for a HR Practitioner. The incumbent in this position will provide functional support to CHIETA'S HR Unit and all other Business Units. The position reports to the Human Resource Manager. Candidates who meet the requirements of the position are invited to apply.

Requirements: A relevant tertiary qualification in Human Resource Management/ Development.

Experience: 3-5 Years' experience in Human Resource Management/Development/ Administration

Knowledge: HR policy development inclusive of SA Labour legislative framework • HR functional management • Reporting on all formats • HRIS – VIP, ESS, HR • Computer literacy skills (MS Office) is essential.

Skills & Behavioural competencies: Planning and Organisation Skills • Communication (oral and written) • Problem solving ability • Diversity awareness • Confidentiality, ethics, integrity, and professionalism • Detail orientation • Teamwork • Innovative skills

Key Performance Areas

- Organisational change management support
- Recruitment and Selection
- ATR and WSP compilation and submission
- Labour relations management support
- Management of HRIS administration and maintenance
- Reporting
- Employee Wellness management support
- Performance management support
- People management support
- Policy review management support

Interested people are invited to submit their CVs by E-mail to recruitment@chieta.org.za , on or before **closing date: 18 July 2022. If no feedback is provided to you by 31 July 2022, please regard your application to be unsuccessful.** CHIETA is committed to the advancement of

CHIETA HEAD OFFICE:

Tel: 011 628 7000
72 New Road, Glen Austin AH (Grand Central),
Midrand, 1685

WESTERN CAPE

Tel: 021 551 1113/4
Unit B2, Cnr Race Course & Omuramba Roads,
Montague Gardens, 7441

KWAZULU-NATAL

Tel: 031 368 4040
1 The Boulevard, Westway Office Park, Block D,
Westville, Durban, 3630

PORT ELIZABETH

Tel: 041 509 6478
Struanway Block E, New Brighton,
Port Elizabeth, 6001

Employment Equity. Successful applicants will be subjected to background checks and to undertake required assessments

Protection of Personal Information – Employment Candidates

1. *CHIETA is a responsible party in terms of the POPI Act of 2013.*
2. *CHIETA will take all prescribed and reasonable precautions to ensure that your information is safeguarded.*
3. *By submitting your Curriculum Vitae and any other relevant personal information in respect of this vacancy, you understand and agree that:*
 - a. *CHIETA needs to collect, keep and use your personal information in order to evaluate your application for purposes of potential employment opportunities; and*
 - b. *CHIETA will only use the information to carry out the necessary recruitment related activities.*
4. *You therefore give your consent to CHIETA to process your information knowing all of the above and being aware that you can:*
 - a. *Withdraw consent at any time.*
 - b. *Have the right to request access to your data at any time, in the prescribed form.*
 - c. *Have a right to request that your data is corrected and updated, in the prescribed form; and*
 - d. *Have the right to complain to the information regulator.*

CHIETA reserves the right not to make an appointment.

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