



MANAGER: HR (ADMINISTRATION AND ER) – D BAND

Annual Package: R 933 925,33 – R 1 294 876,62 (Total Cost to Company)

REFERENCE CODE: MNG_HR

Based at ERWAT Head Office (Hartebeestfontein Office Park)

Purpose of the Job: Coordinate all administrative activities related to ERWAT personnel, implement and ensure adherence to policies and procedures, and oversee and attend to the industrial relations requirements to ensure a harmonious work environment.

Key Responsibilities: • Oversee and manager all industrial relations related activities and functions. • Represent ERWAT at the CCMA and Bargaining Council • Establish and maintain accurate and effective systems. • Manage, monitor and report on employee benefits and costing • Increase and improve on HR analytics capabilities. • Ensure HR reports are consolidated and submitted. • Oversee and manage the recruitment and transfer of staff. • Liaise with Labour on matters. • Oversee information and record keeping of all HR information. • Develop, review and update HR Policies.

Key Knowledge and Skills: • Excellent knowledge of the Basic Conditions of Employment Act • Client Orientation and Customer Focused • Analytical and Critical Thinking • Problem Solving Orientated • Attention to Detail and Accuracy • Good Written and Verbal Communication.

Minimum Requirements:

- Degree/BTech in Human Resource Management or Industrial Relations/Psychology or Organisational Psychology or related degree.
- 10 years' relevant experience in a Generalist role.
- 5 years' managerial experience as an HR Manager.

Special Requirement: • Experience in a unionised environment and with representing the company at Statutory Bodies. • Drivers License