

Salary Band 4A	Human Resources Officer (Specialist)
Reports to:	Head of Human Resources
Deputy:	Other HR Specialist in the Unit

1. BACKGROUND

The **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH** is a state-owned organisation. We work worldwide in the field of international cooperation for sustainable development. We offer the experience, the regional and technical know-how of GIZ in the global market and provide international clients with expertise in terms of economic and result-oriented services.

The **GIZ South Africa, Lesotho and eSwatini Country Office** in **Hatfield, Pretoria** is looking to fill the position of “HR Officer (Specialist)” that will support our team in Payroll and VISA Accreditations.

A. RESPONSIBILITIES

The HR officer (Specialist) is responsible for:

- dealing with all questions arising in this area
- identifying relevant problems and issues and assisting in formulating implementation-oriented solutions
- further developing instruments and assisting in introducing innovation and change
- managing knowledge by disseminating and documenting know-how, experience, and information.

The HR Officer (Specialist) performs the following tasks:

A. TASKS

1. Conditions of Employment and HR Support

The HR officer (Specialist):

- (In consultation with the HR Unit Head) draws up the appropriate contract based on national labour law and in line with the GIZ Regulation considering formal

conditions (limited/unlimited employment contract, distinction from appraiser contract, internship etc.).

- Ensure that all other organisational and administrative processing stages, e.g., monthly update of entries in SAP HR application for national personnel.
- (In consultation with the HR Unit Head) register all new personnel with the pension fund and medical aid.
- Prepare Salary Payment Vouchers for Finance Accounting.
- Ensure that Unemployment Fund (UIF) and SARS payment are made timely.
- Administer leave records for staff on the **Sage 300 People** system (ESS).
- Process Payroll payments and ad hoc payments for Staff Wellbeing and Staff.
- Process and support in the sourcing of Staff Development/Training Service Providers
- Process terminations letter on pension fund, medical aid.
- In consultation with the HR Head of Unit, updates information on employment conditions for national personnel (compensation system, salary groups, model job descriptions, labour law etc.).
- Ensure timely, correct, and complete documentation of all payroll files.
- **Professional Advice and Compliance with Data Confidentiality to be observed as per below:**
- Advise and ensure that HR Data Confidentiality is adhered to and followed as per the GIZ Data Regulations.
- Analyse and revise HR processes, systems, and documentations according to data confidentiality regulations and legal requirements.
- Observe complete discretion and confidentiality during and after his/her employment about all matters which become known to him/her during his/her employment. This shall not apply to information or facts which is common knowledge, in the public domain or which is not of a nature or significance that warrants confidentiality.

2. HR Instruments and Procedures

The HR Officer (Specialist):

- Execute the implementation of HR policies for national personnel.
- is involved in HRM for national personnel.
- Process, formulate and update a wide range of HR information materials (for new staff or for the employment manual).
- Support with developing HR procedures and instruments.

- Organising the evaluation process (information on schedule for the Staff Assessment and development talks, filing forms, monitoring documentation on qualification requirements and professional development etc.).
- Prepare training materials (including producing materials or planning rooms for induction events for new staff).
- Responsible to calculate and finalise Performance Assessment Related Excel sheets and final payments.
- Responsible for keeping Personnel Data updated for Security and Risk Management purposes.
- Responsible to electronically archive Personnel information on the Data Management system as per the GIZ Regulations. (Using SAP).
- Assist with Payroll & Visa matters on Stand-In basis.

1. Personnel Recruitment

The HR Officer (Specialist) organises and directs the recruitment and hiring process in accordance with GIZ standards. S/he:

- In consultation with the HR Head of Unit and legal counsel, updates the recruitment process for national personnel in Lesotho, including related guidelines and supporting documents (e.g. adverts, interview process);
- Advises managers on drawing up requirement profiles and formulating appropriate job descriptions.
- Searches for suitable staff in accordance with the requirements for the positions (identifies existing GIZ HR resources in the country and/or region, writes job advertisements and ensures publication in appropriate print and/or online media);
- Evaluates applications received and shortlists candidates on the basis of the requirements or hiring criteria, obtains references, and conducts preliminary discussions.
- Organises personnel selection (e.g. applicant interviews) and participates in selection.
 - Checks the names of national personnel against the sanction list;
 - Notifies unsuccessful applicants, documents the selection process, archives the documentation and enters the data in existing HRM systems.

3. Other Duties/Additional Tasks

The HR Officer (Specialist):

- performs other duties and tasks at the request of management.

B. REQUIRED QUALIFICATIONS, COMPETENCIES AND EXPERIENCES

Qualifications

- B.A degree in Human Resource Management, Commerce, Finance, Accounting, similar or comparable.

Professional Experience

- 5 years or more experience as an HR generalist or in a comparable position
- Over 5 years working experience working on Payroll System Sage 300 People,
- Proven experience and knowledge of Payroll Systems (Sage 300 People).
- In-depth knowledge and experience of payroll calculations and processing

Other Knowledge, Additional Competences

- Excellent knowledge of written and spoken English.
- Knowledge of the German Language (is an added advantage).
- Ability show discretion, especially when handling confidential information.
- Exceptional Customer Service and Advisory Skills.
- Team player, outstanding interpersonal and communication skills.
- Intercultural experience and the ability to embrace GIZ values on diversity and inclusion.
- Good working knowledge of ITC technologies (related software, phone, fax, email, the internet) and computer applications (e.g., MS Office)
- Basic knowledge of National Labour Laws and Regulations
- Basic knowledge of HR management,
- Strictly confidential handling of all HR issues
- Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management.

C. ADDITIONAL INFORMATION

- This position is based in the GIZ South Africa/Lesotho/eSwatini Country Office in **Pretoria, Hatfield.**
- At GIZ, you will be offered a global network and an atmosphere that is characterised by diversity, respect, and genuine equal opportunities. Gender equality promotion is a matter of course for us.
- GIZ is a signatory of the Diversity Charter. Recognition, appreciation and inclusion of diversity in the company are important to us. All employees shall be valued - regardless of gender and gender identity, nationality, ethnic origin, religion or belief, disability, social background, age or sexual orientation.
- GIZ would like to increase the proportion of employees with disability. Applications from persons with disabilities are most welcome.

D. APPLICATION PROCESS

Suitable candidates should apply by submitting a

- **Motivation Letter** in PDF format (**concisely 1 page**) clearly stating why they should be preferred candidate, the value they will bring as well **as salary range expectation.**
- A **detailed CV** in PDF format.
- Proof of eligibility to work in South Africa (copy of SA ID).
- ❖ **Internal Applications ONLY** should submit application to: recruit-pretoria@giz.de, with the email subject line “**Application for Human Resources Officer (Specialist)**” for the attention of Head of Human Resource.
- ❖ **External Applicants** must submit their applications <https://giz.simplify.hr/vacancy/yg7kl1>.

Closing date for applications: **14th of June 2024.**

Only applicants shortlisted for interview will be contacted.

Applications without a motivation letter will not be considered!