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HR GENERALIST TWO YEAR FIXED-TERM CONTRACT HEAD OFFICE

The Desmond Tutu HIV Foundation (DTHF) is a registered non-profit organisation focused on the pursuit of excellence in research, treatment and prevention of HIV and related infections in Southern Africa.

We have fantastic job opportunities across our businesses for talented people wanting to realize their full potential. Could that be you? If so, we invite you to explore the possibility of joining us to play your part in Desmond Tutu HIV-Foundations' exciting future.

The purpose of this role is to provide stakeholders with effective and efficient HR services according to the required standards and procedures in support of the business strategy. Furthermore, to take primary responsibility for providing a comprehensive, pro-active and integrated HR Advisory and Generalist service by advising and educating clients (Line Management and staff) on HR policies and procedures and ensuring compliance in this regard.

Requirements:

- Tertiary qualification in Human Resources or related field
- At least 5 years HR experience with a minimum of 2 years in a generalist role
- Knowledge and skill of HR profession and Labour legislation
- Project management advantageous
- Systems knowledge: MS Office – advanced Excel
- Valid driver's licences
- Must be a South African citizen
- Excellent written and verbal communication
- Able to build and maintain relationships
- Conscientious and client-centric
- "Can do" positive attitude and flexible approach
- Detail-orientated with good planning and organising skills
- Analytical and results-focused
- Professionalism and resilience
- Business acumen

Responsibilities:

- Provide project management support and HR expertise to the business with regards to specific HR activities
- Embed a performance management culture within the business area as a means of driving business improvement by ensuring that the system is adhered to
- Support business area with disciplinary/grievances and other employee issues where specific business area knowledge is essential
- Deliver a comprehensive consulting service on HR related policies, practices and procedures.

PASSION | INNOVATION | PROGRESS

Association Incorporated under Section 21: Registration No: 1999/005072/08

Public Benefit No: 18/11/12/51 NPO Ref No. 148-956

Directors: Prof R Wood; Prof L-G Bekker;

Ms Z Ebrahim; Ms T Tutu-Gxashe; Mr P Grant; Ms M K Ndebele; Dr M Sienaert ; Mr C Abrahams

www.desmondtutuhivfoundation.org.za

- Staffing and retention
- To ensure the attraction and retention of key talent in partnership with line

Values fit: Passion Innovation Progress Integrity Respect Excellence

To apply, quote Job reference, submit CV, motivation letter with certified copy of highest qualification and details of three (3) current contactable referees to: Attention HR Manager Jobs@hiv-research.org.za by 13th October 2017 Job reference: #DTHF/C105. Incomplete applications will not be considered. Only on-line applications submitted via our jobs portal will be considered.

NB: Only short-listed candidates will be contacted. We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives. We reserve the right not to appoint if no suitable candidates are identified.

I understand and accept that, by applying for this role, I authorise Desmond Tutu HIV Foundation in its capacity as employer, to access my personal information stored, and to utilise said information for recruitment purposes for this role.

This job may be removed before it expires.

If you have not heard from us within two weeks after the closing date please consider your application as unsuccessful.

Desmond Tutu HIV Foundation is a child friendly organisation committed to the protection of children.

For more information about the organization please visit our website at www.desmondtutuhivfoundation.org.za