

INTERNAL ADVERTISEMENT

A vacancy exists for a Senior HR Business Partner in Johannesburg within Paycorp Group.

To provide human relations support by attending to legislative labour relations issues, B-BBEE initiatives, overseeing payroll, and carrying out projects to facilitate employee wellness and transformation.

The responsibilities of the position include:

- Employment Equity
- B-BBEE
- Employee Relations
- Performance Management
- Employee Wellness
- Payroll & Administrative Functions
- Projects
- Change Management

In order to be considered for the position, the following requirements must be met:

- Matric
- Completed Human Resources or Industrial Psychology Degree
- Min 5 Year experience in a senior HR role
- Min 5 years' experience in a senior IR role
- Payroll experience is essential

Technical Competencies:

- Knowledge of the Labour Relations Act and related procedures
- Knowledge of Payroll practices and related submissions
- Basic Knowledge of tax
- Knowledge of employee benefits
- In-depth knowledge of HR best practice
- Professionalism
- Customer service principles

Behavioral Competencies:

- Planning & Organising
- Communication & Impact
- Customer Focus
- Problem-solving
- Initiating Action
- Contributing to Team Success
- Work Standards
- Passion & Attitude
- Continuous Learning
- Industry and Business Knowledge
- Driving for Results
- Adaptability
- Coping with stress / change