

HUMAN RESOURCES PRACTITIONER (GENERALIST)

Salary Range R 516 463.09 to R 607 603.64 per annum (All inclusive)

OVERVIEW OF THE ORGANISATION

The NMISA is a Type 3A Public Entity established in accordance with the Measurement Unit and Measurement Standards Act, No. 18 of 2006 (the Act). The NMISA is mandated by the Act to provide for the use of the international system of units (the SI) and other measurement units in South Africa, to maintain national measurement standards (NMS) and to determine and ensure the comparability of the NMS. More information can be obtained from www.nmisa.org

THE POSITION:

To provide HR support to the organisation. The successful candidate will be responsible for HR activities such as recruitment and selection, employment equity, labour relations, development and maintenance of HR policies and procedures, HR administration, organisational compensation and benefits, training and development and health and safety.

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree in Human Resources Management or related field
- Postgraduate qualification will be an advantage
- Minimum of 8 years' experience in a generalist HR role
- Proven experience in handling HR compliance, policy and SOP development and implementation
- Proven track record of the submission of HR Audit submissions, Employment Equity submissions, WSP& ATR submissions
- SDF Certification will be an advantage
- Experience in payroll administration in an organisation where payroll is completely in-sourced (e.g. VIP Premier/SAGE 300 PEOPLE/CRS)
- Recruitment and selection experience
- Experience in handling grievances, disputes, and disciplinary matters
- Knowledge of job evaluation process and various job evaluation methods
- Performance management
- Competent in MS Office
- Excellent written and spoken English
- Strong numerical ability/skills

RESPONSIBILITIES:

- Talent acquisition (i.e recruitment and selection, onboarding etc.)
- Payroll processing
- Compilation and submission of EE reports and ensuring that EEC meetings are conducted quarterly
- Assist with ensuring that grievances, disputes and disciplinary matters and effectively managed
- Ensure organisational compliance with employment equity requirements and other legislation
- Coordinate performance management process including, guiding new employees on

understanding the policy, ensuring that performance contracts are prepared and that reviews are conducted and maintain accurate records

- Assist with development and maintenance of HR policies and procedures
- Coordination of Employee Wellness Programme
- Assist with HR administration (HR Reports, Employee Benefits, personnel files, payroll administration, etc.)
- Compilation of monthly and quarterly HR reports
- Coach junior staff to enhance their competence and professional development
- Participate in Ad-hoc HR projects and initiatives

PERSON SPECIFICATION

The ideal candidate will display the following competencies:

- Analytical approach to work
- Strong verbal and numerical reasoning
- Attention to detail, being careful about detail and thorough in completing work tasks.
- Integrity, the position requires a person to be honest and ethical.
- Cooperation, being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Dependability, being reliable, responsible, and dependable, and fulfilling obligations.

Please note:

The NMISA subscribes to and applies the principles prescribed by the Employment Equity Act. Preference will be given to candidates who meet the requirements and who will add to the cultural and gender diversity of the organisation.

Interested and suitably qualified persons may forward all supporting documentation required (updated CV, certified educational qualifications and certified ID.) when applying for the position email NMISA Human Resource at careers@nmisa.org Only candidates with all supporting documents will be considered for the position. Clearly indicate which position you are applying for.

Closing date for applications: **03 April 2025**

People with disabilities are encouraged to apply. Correspondence will be limited to short-listed candidates only. National Metrology Institute of South Africa reserves the right not to appoint. By applying for this position at the NMISA, the applicant understands, consents, and agrees that the NMISA may solicit a credit and criminal report from a registered credit bureau and/or the relevant authority in relation to the position that require trust and honesty and/or entails the handling of cash or finances and may also verify the applicant's educational qualifications and employment history. You voluntarily give NMISA consent to process your personal information, and all the applications will be processed in accordance with the Protection of Personal Information Act 4 of 2013 (POPIA)