

ADVERTISEMENT

SENIOR HUMAN RESOURCES PRACTITIONER

Salary Range: R 677 390.07 - R 796 929.49 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

Purpose of the Role

The NMISA invites applications from experienced Senior Human Resources Practitioners to provide HR support within a complex, regulated public-entity environment. The successful candidate will serve as a strategic advisor to the organisation – supporting people strategy, governance, labour relations stability, transformation and organisational effectiveness in line with the organisation's mandate, the PFMA, and applicable labour legislation. This role requires a seasoned HR professional with extensive experience in a PFMA-regulated public entity and a proven ability to operate at Board and executive level.

Minimum Requirements

A candidate must meet all the following to be considered:

1. Qualification

A **completed postgraduate qualification or Honours degree (NQF Level 8)** in one of the acceptable fields below. A qualification still in progress will **not** be considered – you must have completed your qualification.

Acceptable fields (your qualification must be in one of these):

- Human Resources Management
- Industrial / Organisational Psychology
- Labour Relations / Labour Law / Employment Relations
- People Management / Human Capital Management

A qualification in a field **not listed above will not be considered.**

Clearly state your qualification(s) and field of study on your CV.

Foreign qualifications must be accompanied by a SAQA (South African Qualifications Authority) evaluation certificate, included with your application.

2. Experience

A minimum of 8 years' experience in a strategic, senior HR generalist role within a PFMA-regulated or public-entity environment. Your CV must demonstrate experience across the following areas:

- Full-spectrum labour relations, including policy drafting and review
 - CCMA, Bargaining Council and Labour Court matters
 - Executive-level grievances and disciplinary hearings
 - Board and Board Committee reporting and presentations
 - Learning and Development, including SETA compliance (WSP/ATR) and B-BBEE skills-development reporting (minimum 5 years)
 - Organisational Development and Performance Management
 - Employment Equity, Transformation and B-BBEE
 - Payroll, remuneration and benefits oversight and management
 - Employee Wellness and people-culture initiatives
 - Internal and external HR audits within a PFMA-regulated environment
- Experience within manufacturing, engineering or science-based institutions will be an added advantage.

3. Essential Skills

You must be able to demonstrate each of these in the duties and achievements described in your CV:

- **Labour relations and dispute resolution** – demonstrated, hands-on experience representing the employer at the **CCMA, Bargaining Council and Labour Court**, and conducting executive-level disciplinary hearings and grievances in terms of the **Labour Relations Act (LRA)**. **This is a critical requirement for this post.**
- Sound working knowledge of all applicable South African labour legislation (LRA, BCEA, EEA and related)
- Excellent written and verbal communication skills in English
- Advanced MS Office proficiency (Excel, Word, PowerPoint)
- Strong governance and compliance orientation
- Strong numerical and data-interpretation skills

Advantageous

Not required – these count in your favour, but their absence will not disqualify you:

- A master's degree in a relevant HR field
- Professional registration with the SA Board for People Practices (SABPP)
- Experience within manufacturing, engineering or science-based institutions

Key Responsibilities

- Provide strategic HR advisory services to Executive Management and the Board
- Assist with the development and implementation of a People Strategy aligned to the organisation's Strategic Plan and Annual Performance Plan (APP)
- Lead and manage complex labour relations, including executive-level grievances and disciplinary hearings
- Represent the organisation at the CCMA, Bargaining Councils and Labour Court

- Prepare and present HR reports to the Board and Board Committees (Human Resources and Remuneration; Audit and Risk; Social and Ethics; Transformation / Employment Equity)
- Support HR governance, policy development and legislative compliance
- Lead Employment Equity, Transformation and B-BBEE initiatives
- Provide strategic support to Learning and Development, including SETA compliance (WSP/ATR) and B-BBEE skills-development reporting
- Support organisational development, performance management and culture transformation initiatives
- Support management in ensuring effective oversight of payroll, remuneration and benefits, aligned to governance frameworks
- Lead Employee Wellness and wellbeing programmes
- Manage HR-related internal and external audit processes and risk mitigation
- Build and maintain effective relationships with internal and external stakeholders

Person Specification

In addition to the requirements above, the ideal candidate will display:

- Strategic and analytical thinking
- High-level stakeholder and relationship management
- Sound judgement, integrity and discretion
- The ability to operate effectively under pressure
- A team-oriented, proactive and solutions-driven approach

Please note:

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.

How to apply – please read carefully (non-compliant applications will not be considered):

Email your application to Careers1@nmisa.org, using this exact subject line: “**Senior HR Practitioner**”.

Submit only one application per person for this position.

You must attach **THREE separate PDF documents – do not combine them into one file**. Name each file using **exactly these labels – CV, ID, Qualifications – as “Surname Name – Label”**, for example:

- Your CV – e.g. “Mokoena Thandi – CV.pdf”
- A certified copy of your ID – e.g. “Mokoena Thandi – ID.pdf”
- Your qualification certificate(s) – e.g. “Mokoena Thandi – Qualifications.pdf”

Format rules (applications that do not follow these will not be considered):

- All three documents must be in **PDF format**. Word documents, photographs, JPEG/image files, and links (Google Drive, OneDrive, Dropbox) will not be accepted.

- Your CV must be a proper PDF created from a document (for example, “Save as PDF” from Word) – **not a scan or a photograph** – and your full name, cell number and email address must appear at the top of the CV.
- Your certified ID and qualification certificate may be scanned, but must be clear, legible PDFs.

Only applications that include **all three documents, correctly named and in the correct PDF format**, will be considered.

Closing date for applications: **03 July 2026**

People with disabilities are encouraged to apply. Correspondence will be limited to shortlisted candidates only. The NMISA 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 positions that require trust and honesty and/or entail the handling of cash or finances, and may also verify the applicant’s educational qualifications and employment history. You voluntarily give the NMISA consent to process your personal information.