



The Social Housing Regulatory Authority (the "SHRA") was established in August 2010 by the Minister of Human Settlements in terms of the Social Housing Act, No. 16 of 2008. The SHRA is classified as a public entity in terms of Schedule 3A of the Public Finance

**HUMAN RESOURCES OFFICER (REF: HRO2021)**

(Reporting to the Accountant)

Parktown, Gauteng  
Salary Negotiable

<b>Purpose</b>	
The main purpose of the Human Resource Officer is to support the implementation and execution of the HR strategy, policy and processes, initiatives and systems to ensure a sustainable organisational capability.	
<b>Key responsibilities</b>	
<b>Key Performance Areas</b>	<b>Activities</b>
<b>HR Strategy and Policies and Procedures</b>	<ul style="list-style-type: none"> <li>• Participate in the SHRA strategic planning process representing Human Resources</li> <li>• Give input and participate in the design and implementation of the SHRA Human Resources strategy</li> <li>• Participate in the developing of the HR Plan and tracking delivery against the plan monthly</li> <li>• Assist in developing and reviewing the SHRA HR Policies and Procedures.</li> </ul>
<b>Human Resource Operations</b>	<ul style="list-style-type: none"> <li>• Provide support in job profiling, -grading and maintaining the approved organizational chart within the agreed turnaround time and to the required standard</li> <li>• Provide support in the implementation of the Performance Management system (PMS) by conducting PMS training and providing advice and mentoring with all managers and staff across the organisation.</li> <li>• Track and report on the PMS results through data collection and consolidation</li> <li>• Assist in meet statutory reporting requirements by preparing and submitting statutory reports (including but not limited to WSP/ATR and Employment Equity Report) annually</li> <li>• Provide support during the annual remuneration and benefits review process by collecting all relevant information and ensure accuracy thereof</li> <li>• Support staff to understand, update information on and claim from benefits when required by providing guidance and support to individuals, engaging with service providers, submitting required benefit update documentation and tracking that queries are resolved within defined standards</li> <li>• Schedule exit interviews, capture the feedback, evaluate the findings and recommend interventions to address trends and concerns and prepare reporting quarterly</li> <li>• Assist with the development and implementation of the employee wellness plan by reviewing organisational challenges and wellness needs, identifying and making recommendations</li> <li>• Provide HR support and assistance to the business by receiving requests or identifying HR issues, evaluating and implementing HR support requirements as necessary within defined standards</li> </ul>
<b>Industrial and Labour Relations</b>	Provide internal disciplinary and grievance support to the business in line with SHRA policies and practices

<b>Talent Management</b>	<ul style="list-style-type: none"> <li>• Assist and support the Development and Implementation of the talent management strategy to transform attract, retain and optimises talent within SHRA as aligned to organisational priorities</li> <li>• Assist and support the implementation of the transformation and diversity plan that is aligned with the talent management and organisational strategy as aligned to organisational priorities</li> <li>• Assist and support recruitment and selection and coordinate that line management participates in all steps of the recruitment cycle, selects based on the recruitment policy and regulatory requirements</li> <li>• Coordinate and assist to conduct organisational induction and orientation and coordinate that line management on-boards new incumbents through conducting technical inductions within agreed deadlines</li> </ul>	
<b>Training and Development Operations</b>	<ul style="list-style-type: none"> <li>• Administer the skills audit process and provide the relevant support required for identifying competencies required for each role, measuring skill levels, identifying gaps and implementing training and development plans to address gaps</li> <li>• Source and contract training providers within the agreed defined standards by identifying potential service providers, completing the procurement procedures, reviewing success of learning interventions after they have been concluded and after the learner has had time to implement the learning into the organisation and creating an archive of rated service providers for future use</li> <li>• Manage that learning provided is relevant, of good standard, scheduled in a manner that supports continuing operational delivery and delivers the anticipated skills needs before they become a priority monthly, quarterly and annually</li> <li>• Support the planning for annual training and development needs by identifying strategic, operational and specialist skills needs, identify training and development methods</li> <li>• Provide support in developing and managing the annual training plan</li> <li>• Identify opportunities to modernise and build efficiency into the training and development programmes and plans through investigating and implementing approved new techniques and methodologies such as on-line learning programmes within the agreed programme development and implementation deadlines</li> </ul>	
<b>REQUIREMENTS</b>		
<b>Qualifications/Knowledge</b> (including most relevant field of study) <ul style="list-style-type: none"> <li>• A minimum of a diploma (NQF 6) in HR or similar is required</li> <li>• Required computer literacy</li> <li>• Knowledge of Sage People 300 is an advantage</li> </ul>	<b>Experience</b> <ul style="list-style-type: none"> <li>• 3 years HR experience</li> <li>• Proven knowledge of HR functions (e.g. recruitment, training and development)</li> </ul>	
<b>Leadership, technical and behavioural competencies</b>		

- Accuracy, Precision and Attention to Detail
- Organisational-Health View
- Needs Analysis
- Skills Development
- Talent Management
- Ethics and Integrity
- Action Orientation
- Conflict Resolution and Resilience
- Diversity

- Administration Support
- Record Keeping and Storage
- Performance Management
- Customer/Citizen Service and Orientation
- Stakeholder Engagement
- Team Player
- Situational Responsiveness
- Self-Management and Maturity

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**Note:** SHRA reserves the right not to make an appointment or withdraw the advertisement. Appointments will be made in line with the Entity's Employment Equity Plan. Communications will be with short-listed applicants only.

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To apply for the above position, please forward a relevant CV to [hro.shra@lebitso.co.za](mailto:hro.shra@lebitso.co.za). The closing date for applying is 24 November 2021.

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