

## **JOB ADVERTISEMENT**

**POSITION:** Human Resources (HR) Manager  
**DEPARTMENT:** Operations  
**CLOSING DATE:** 17 November 2023

### **JOB PURPOSE**

The Independent Regulatory Board for Auditors (IRBA) is looking for a qualified candidate to provide a full HR management service that will support the successful implementation of the organisation's business strategy. The role incorporates various HR functions, including HR administration and support; performance management; HR compliance; training and development; employee relations; as well as recruitment and selection.

In addition, the responsibilities involve facilitating the implementation of HR initiatives that align with our overarching business objectives. This includes consultative collaboration with leadership, mainly the Board and the executives, and providing best practice HR actions, practices, policies, procedures, guidance and support.

### **DUTIES/FUNCTIONS**

1. Provide quality advisory and support services to managers and employees across all departments.
2. Assist the CEO/Directors with industrial relations and employee performance, discipline and dismissal matters.
3. Draft various reports and submit/present these to Board subcommittees quarterly.
4. Conduct research on the Consumer Price Index/inflationary increases in South Africa across various markets.
5. Manage the payroll and leave functions.
6. Set up, implement and review HR policies, procedures, processes and systems within the organisation.
7. Keep up to date with HR and labour legislation as well as best practices in the industry.
8. Provide input into the organisational development and design.
9. Manage the process of drafting and implementing a succession plan for the organisation.
10. Provide HR administration and support.
11. Serve on various committees and provide advice and guidance to other committees, such as the Employment Equity Forum, the Occupational Health & Safety Committee and the Pension Fund Management Committee.
12. Appoint and monitor the performance of an employee wellness service provider for staff.

13. Arrange and coordinate the induction of all new staff.
14. Manage exit interviews for staff who have resigned and provide input on those to the Operations Committee annually.
15. Conduct job evaluations on new/revised job descriptions using the Paterson job evaluation system.
16. Develop, implement and review the performance management system, providing guidance to managers throughout the performance review process.
17. Draft and monitor employment equity plans and submit the required reports to the Department of Employment and Labour.
18. Ensure that the Return of Earnings documentation is submitted annually to the Workmen's Compensation Fund.
19. Manage the coordination of training plans and the annual submission of the mandatory grant application to the Finance, Accounting, Management Consulting and Other Financial Services Sector Authority (FASSET).
20. Coordinate and give support for all internal disciplinary cases, including providing advice and guidance on staff-related matters and assisting with drafting charge sheets.
21. Manage the recruitment process for all levels.
22. Supervise and manage the Receptionist and the HR Payroll Administrator.
23. Manage culture or employee engagement surveys and report on these to the Board.

#### **QUALIFICATIONS AND EXPERIENCE**

- Bachelor's degree in human resources management.
- Experience in generalist HR function, including payroll, recruitment, labour relations, training, compliance and performance management.
- Relevant work experience that spans between seven and 10 years, with a strong HR generalist background.
- Experience with the development and implementation of HR policies and procedures.
- Experience in various HR audits.
- A postgraduate qualification in industrial psychology, organisational design or labour legislation will be advantageous.

#### **SKILLS AND PERSONAL ATTRIBUTES**

- A team player, with a positive attitude and a strong work ethic.
- Excellent verbal and written communication in English.
- Fluency in any other South African official language will be an added attribute.
- Excellent interpersonal skills.
- Ability to work under pressure, independently and as part of a team.

- People-oriented and results driven.
- Demonstrable experience with human resources metrics, systems and databases.
- Excellent active listening, negotiation and presentation skills.
- Competence to build and effectively manage interpersonal relationships at all levels.
- Up-to-date knowledge of HR best practices and legislation.

CVs must be emailed to [hr@irba.co.za](mailto:hr@irba.co.za).

*The IRBA is an employment equity employer. To comply with our equity plans, preference for this position will be given to Indian candidates and those with disabilities. Correspondence will be limited to shortlisted candidates only. We encourage only those candidates who meet the requirements to apply. The IRBA reserves the right not to make an appointment. By applying, the applicant gives permission to the IRBA to perform background, security, credit and reference checks, and to verify documents and qualifications. Shortlisted candidates may be asked to complete a psychometric assessment before a final appointment is made. As this position is one of trust and honesty, in addition to requiring a handling of cash and finances, relevant credit checks will be performed on candidates.*

*To consider any application for employment, we will have to process your personal information. The Protection of Personal Information Act 4 of 2013 provides that when one processes another's personal information, such collection, retention, dissemination and use of that person's personal information must be done in a lawful and transparent manner.*

*For the IRBA to give effect to the above right, it is under a duty to provide you with various details pertaining to the processing of any applicant's or their representative's personal information. These details are housed under the HR Processing Notice, which can be accessed and viewed on the IRBA website (<https://www.irba.co.za/library/pop-i-act>), which HR Processing Notice we request you kindly download and read, prior to responding to this job advert.*

*Only applications received directly from individual candidates or from recruitment agencies appointed by the IRBA will be considered. All suitable candidates who are not registered with recruitment agencies appointed by the IRBA are encouraged to apply for this position directly, to be considered.*