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RENAC is looking for a suitable candidate to execute the duties of **Human Resources Officer** within the Company.

HUMAN RESOURCES OFFICER

Purpose of the position: The Candidate will support the overall Human Resources plans and HR Business Partnering efforts to enable company objectives, administer employee life cycle practices, support collaboration with managers and employees to ensure a healthy climate, culture, and employee relations, provide day to day HR support to ensure efficient HR service delivery and coach line management on HR processes and policies.

Key Areas of Responsibility:

- Collaborate with employees and line management to ensure adherence to HR minimum standards.
- Ensure accurate data to assist with talent analysis, training and succession development and retention.
- Support line management to identify training needs and individual coaching needs.
- Provide recruitment and onboarding support for appointments.
- Provide employee engagement survey administration.
- Provide support for the exit of employees.
- Ensure compliance to statutory, regulatory or policy requirements.
- Provide day to day performance management guidance to line management.
- Support change management activities.
- Provide advice and guidance on employee misconduct / poor performance etc. ensuring that these is well managed and meet the requirements of best practice and are in accordance with relevant employment legislation.
- Promote and adhere to Company procedures, policies, and guidelines.

Key Skills and Competencies:

- Independent thinker and analytical person
- Excellent communication, negotiation, and people skills
- Strong conflict resolution and mediation abilities

- Good planning and project management skills
- Excellent customer service
- Ability to work under pressure.
- Ability to work as a part of a team.
- Computer literacy and capability to use Microsoft Office

Minimum Qualifications

- Degree in Human Resources / Industrial / Organisational Psychology or equivalent

Experience

- 3-5 years' experience
- Impressive, demonstratable history and skills/experienced gained within a similar position(s), at similar level.

Please send your application, detailed CV, copies of certificate, and traceable references by 03 May 2024, to the Manager: Human Capital, P. O. Box 939, Matsapha, M201 or by email to careers@renac.co.sz.

Reference the application as follows: **HUMAN RESOURCES OFFICER**

HOTLINE: 8007009