



wishes to appoint an

HUMAN RESOURCES PRACTITIONER

A new position for a Human Resources Practitioner at Western Province Cricket Association has become available.

The more important criteria for the appointment is set out below and although not exhaustive, would serve as a guideline in assessing a prospective candidate.

Purpose:

To maintain and enhance the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.

Job Requirements:

- Manage the recruitment and selection process
- Ensure competent Human Resources are employed across all positions
- Retain key staff members and implement succession planning initiatives
- Ensure employees are aware of their job requirements
- Ensure the administration of the performance management system
- Ensure the identification of staff training needs
- Ensure staff have personal development plans in place
- Develop, Review and implement HR policies and procedures in line with legislation.
- Ensure staff adhere to company policies
- Manage and administer employee benefits to comply with organizational policies and legislation
- Handling and supporting all labour related matters in relation to the Labour Laws
- Ensure that there is proper and efficient document management on matters related to Human Resources

Skills and Qualifications:

- Degree/Diploma/Certificate with 3-Year (M+3), Tertiary Qualification in HRM or related field.
- Knowledge in Hiring, Human Resources Management, Benefits Administration, Performance Management, Communication Processes, Compensation and Wage Structure, Supports Diversity, Grading of Employees, Employment Law, all relevant Laws.
- Other skills

The role will report directly to the CEO.

In addition, the following would be important:

An understanding of the game of cricket would be beneficial.

The Successful candidate would be based at Newlands Cricket Ground

Qualifying candidates can apply to the HR Assistant: michellee@cricket.co.za with a comprehensive CV, copy of SA ID, copies of qualifications and at least two contactable references. All applications will be treated in strict confidence. Short listed candidates will undergo interviews and possible additional assessments.

The closing date for all applications is 5 May 2021. Only shortlisted candidates will be contacted. Should you not receive a response to your application within 14 days after the closing date, please consider it as being unsuccessful.

Consideration will be given to the employment equity objectives of WPCA.

Remuneration commensurate with qualifications and experience for this position will be negotiated with the successful applicant.

WPCA reserves the right to fill this position at its own discretion.