

HUMAN RESOURCE MANAGER – CAPE TOWN

Black Sash seeks to appoint a national Human Resource Manager, based in Claremont, Cape Town with a hybrid remote working option.

Black Sash's mission is working towards the realisation of socio-economic rights, as outlined in the SA Constitution 1996, with an emphasis on social security and social protection for the most vulnerable, particularly women and children. We will, in the course of our work, explore options to significantly help to reduce poverty and inequality.

The **core responsibilities of the Human Resources Manager** are to drive the human resource directive in Black Sash and play a vital role in overseeing recruitment, employee relations, and compliance with labour laws. The incumbent will manage training programs and foster a positive workplace culture by aligning HR strategies with organizational goals, and support performance management and workforce planning. A focus on employee engagement and retention will help maintain a motivated and productive team. Build a culture where all employees are proud to belong and dedicate their skills, knowledge and experience towards *Making Human Rights Real*.

Minimum Requirements:

- Recruitment and Staffing: Overseeing the recruitment process, from job posting to onboarding new employees. This includes identifying staffing needs, conducting interviews, and ensuring that the right talent is hired.
- Employee Relations: Managing relationships between employees and the organization. Supervise disputes, and oversee employee disciplinary meetings, terminations, and investigations.
- Support to Director and other senior managers: The HR manager will work directly with the Executive director to foster a positive work environment and provide support to senior managers for effective people management.
- Training and Development: Coordinating employee training programs, career development initiatives, and skill-building opportunities to enhance productivity and personal growth.
- Compliance and Legal Issues: Ensuring the organisation adheres to labour laws and employment standards, handling contracts, workplace safety, and other compliance-related matters.
- Performance Management: Developing performance evaluation processes, providing feedback, and setting performance goals in line with organizational objectives.
- Policy Development: Creating and implementing company policies and procedures related to all aspects of the employee and employer relationship.
- Workforce Planning: Aligning HR strategy with the organization's long-term goals, including succession planning and adapting to industry changes.
- Submit quarterly reports on the work done by the human resources function for board of trustees and updates to weekly management meetings

Experience:

- A Degree or other relevant qualification relating to Human Resources, Industrial Psychology or Industrial Relations
- At least 5 years in a similar role or an HR generalist; preferably in a senior role.
- Knowledge of South African Employment laws, payroll (and payroll procedures) and experience in using HR Information Systems
- Ability to communicate at all levels to support and promote a healthy working environment for staff and management.
- Ability to innovate to create and implement continuous improvement initiatives
- Experience in designing and writing HR policies, procedures, offers and contracts of employment
- Adaptability and flexibility to work on a variety of projects and perform in multiple roles

Languages: Excellent command of spoken and written English is required, and at least one other South African language

We are looking for a candidate who is committed to human rights, who can think proactively, and creatively and is prepared to work hard, under pressure and to the deadline, often beyond normal office hours, and to travel occasionally.

Preference will be given to women in line with our Black Sash Policy.

Interested candidates must send a motivation letter and updated CV with contact information of three work-related referees to MaraisButton & Associates.

Email: annelie@maraisbutton.co.za

Closing Date: Monday, 14th July 2025

Start date: Immediately

Employment Type: Permanent

Cost to Company: R R 616 531,76 per annum (includes: Medical Allowance, 13th Cheque and Pension)

Please note: Only shortlisted candidates will be contacted. Should you not hear from us within a month from the closing date, please accept that your application was unsuccessful