



The Office of the Pension Funds Adjudicator (OPFA) is a statutory entity established in terms of the Pension Funds Act, 24 of 1956 to dispose of pension fund complaints lodged in terms of the Act in a procedurally fair, economical and expeditious manner.

### **HUMAN RESOURCES MANAGER**

- **Pretoria Office, Ashlea Gardens**

**Remuneration: R 850 000 – R 1 100 000 (CTE) per annum depending on experience**

The Office of the Pension Funds Adjudicator (OPFA) is seeking to appoint a Human Resources Manager to develop and manage the OPFA's HR programmes and policies as they apply to employee relations, compensation, safety and wellness, performance and staffing requirements.

#### **Minimum requirements and key competencies:**

- A relevant Bachelors' degree in HR or social science degree and postgraduate qualification in HR/IR
- At least five years' experience within the HR field
- Experience in the financial services sector will be an added advantage
- HR related Legislation and the application thereof
- Strong stakeholder relations
- Strategic capacity
- Team player
- Analytical skills
- Good verbal and written communication skills

#### **Responsibilities:**

- Manage all operational activities within the HR Unit related to filling up of vacant positions and follow the HR processes and practices e.g.: recruitment and placement
- Develop HR policies related to recruitment, grievances and disciplinary procedures, organise and conduct orientation and induction of new employees
- Assist managers with handling of grievances and disciplinary procedures and appeal processes
- Review and update all OPFA policies as and when the need arises on a regular basis

- Prepare and submit payroll information together with supporting documents monthly
- Meet all HR strategic objectives
- Comply with all HR management legal requirements
- Facilitate training and development of employees within all the departments
- Facilitate and co-ordinate all statutory submission relevant to the HR
- Manage the employee wellness programme
- Co-ordinate and manage the organisations performance management processes
- Manage the grievance and discipline management processed
- Advise the Adjudicator and Line Managers on Employee Relations matters
- Advise the Adjudicator and line managers on the HR strategy, employee remuneration, safety and wellness and relevant HR best practice
- Adhoc duties to assist the OPFA in meeting its objectives

***Interested persons should apply by submitting their Curriculum Vitae to Careers@pfa.org.za.***

***Closing date for applications is 24 August 2018.***

***The OPFA reserves the right not to make an appointment. If you do not receive any response within a month of the closing date, please accept that your application has been unsuccessful. Regret correspondence will only be sent to interviewed candidates.***