



EXTERNAL ADVERT

The Office of the Pension Funds Adjudicator (OPFA) is established in terms of section 30B 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 BUSINESS PARTNER

Pretoria Office, Ashlea Gardens

Remuneration: *The position offers a market related salary*

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

Minimum requirements

- A relevant Bachelors' Degree in HR or Social Science and Postgraduate Qualification in HR/IR
- At least five (5) years' experience within the HR field
- Experience in the financial services sector will be an added advantage

Key Competencies:

- 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 in writing by submitting their application, inclusive of letter of motivation, CV, recently certified copies of qualifications and ID to careers@pfa.org.za . People with disability are encouraged to apply. Closing date for applications is 22 November 2021.

The OPFA reserves the right not to make an appointment. If you do not receive any response within 2 weeks of the closing date, please accept that your application has been unsuccessful. Regret correspondence will only be sent to interviewed candidates.