



Cricket South Africa

wishes to appoint a

Human Resources Officer

CSA (Cricket South Africa/Company) is the national governing body for the sport of cricket in South Africa and administers all aspects of South African cricket.

A position for a **Human Resources Officer** has become available. The successful candidate will be responsible for supporting the business through the delivery of professional human capital services through a dynamic business partnership, which includes providing end-to-end effective and efficient human resources support and services to ensure compliance with the organisation's human resources (HR) policies and procedures.

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

Key job duties/responsibilities:

Key performance areas include but are not limited to the following:

1. Human Resources Administration

- a) Ongoing advice & support on company HR policies, benefits and procedures to employees and people leaders.
- b) Process, verify and maintain documentation relating to employee activities such as training, grievances, disciplinary hearings and performance reviews.
- c) Responsible for all HR related administration.
- d) Ensure that all employee records are processed electronically and filed accurately and timely.
- e) Responsible for the minutes of various HR related meetings.
- f) Compile and submit various monthly HR Statistics and Progress reports, including EXCO reports.
- g) Responsible for updating and reporting of various organisation organograms monthly.
- h) Responsible for all month end headcount reporting.
- i) Support the company management team and Human Resource Manager with the management of HR activities.
- j) Effectively influences staff within the business in a positive manner.
- k) Support the HR and Payroll Manager in developing and reviewing company internal HR policies.
- l) Manage HR database and ensure it is up to date, accurate and complies with legislation.
- m) Foster a collaborative culture within the organisation.
- n) Support the HR and Payroll Manager with driving change management and transformation in the business.
- o) Support the Payroll and Human Resources Officer with

2. Employee Relations

- a) Maintain in-depth knowledge of South African labour and other statutory requirements related to the management of employees, reducing legal risks and ensuring regulatory compliance.
- b) Ensure all employees have updated Job Descriptions on file.
- c) Responsible for handling of disciplinary and grievance procedures in line with the company policy and relevant legislation.
- d) Represent HR in disciplinary hearings and take minutes of proceedings.
- e) Compile all relevant documentation to support any labour related litigation.
- f) Represent the company at conciliations and arbitration at the Commission for Conciliation Mediation and Arbitration (CCMA).
- g) Develop the monthly management meeting into a successful vehicle for improved communication.
- h) Act as a point of contact for the employees and managers in the organisation.
- i) Partner, coach and counsel managers and employees on how to manage and resolve employee relations issues.
- j) Capture of employees' disciplinary and grievance records on the HR system.
- k) Responsible for retrenchment consultation and legal compliance.

3. Talent Acquisition, Retention and Management

- a) Support the provision and implementation of a comprehensive recruitment and selection services.
- b) Develop processes and tools for effective staffing needs assessment.
- c) Ensure that recruitment policy and procedures are adhered to at all times.
- d) Ensure line managers and staff are advised on recruitment process and procedures.
- e) Create and maintain the job profile repository for recruitment and selection purposes.
- f) Co-ordinate recruitment transactional processes for specified and allocated vacant positions:
- g) Responsible for arranging the screening of potential candidate through:
- h) Coordinate the appointment process in liaison with the relevant line managers.
- i) Ensure efficient placement of all vacancies in timeous and speedy manner.
- j) Responsible for the overall effectiveness of sourcing, shortlisting, interviewing and placement of candidates in approved vacant positions within the organisation.
- k) Manage all administration related to the recruitment and selection lifecycle.
- l) Coordinate on-boarding and induction for new staff, as well as providing HR specific orientation as needed.
- m) Develop contacts for viable pipeline regarding current and future opportunities in line with information harvested on recruitment database.
- n) Facilitate the process of payment of recruitment agencies.
- o) Assist line managers with determining resource requirements within their respective business units.
- p) Develop a resource plans for allocated business units.
- q) Coordinate and assist in scheduling and conducting staff exit interviews.
- r) Create and maintain a database of termination reasons.
- s) Support the implementation and maintenance of the talent management framework
- t) Maintain accurate documentation and information on recruitment and selection processes.
- u) Assist with compilation of reports on recruitment information.
- v) Manage data and keep up to date records relating to:-

- w) Develop and maintain a candidate information database.
- x) Oversee analysis and interpretation of recruitment and selection data.
- y) Provision of input to HR reports.
- z) Compiles a graphic report on termination reasons for management.
- aa) Identify risks and threats to the recruitment and selection process.
- bb) Design and drive succession plans for key talent and key positions.
- cc) Assist the HR and Payroll Manager in aligning and driving the High-Performance People Strategy, which encompasses performance management within the organization.
- dd) Identify, recommend and co-ordinate Human capital improvement initiatives within HR.
- ee) Conduct HR related audits to identify gaps and concerns and ensure corrective actions are in place.

4. Employee Engagement and Wellness

- a) Facilitate employee engagement focus groups discussions and develop action plans to address focus areas.
- b) Coordinate health and wellbeing programs and *ad hoc* HR events.
- c) Organise several events in line with the employee wellness days.
- d) Coordinate monthly birthday celebrations.
- e) Coordinate staff meetings and events.

5. People Management

- a) Compile and submit own Personal Development Plan (PDP).
- b) Participate in Continuous Professional Development (CPD) initiatives/interventions in order to keep up with new technologies and procedures.
- c) Support and participate in the training and development requirements of employees.

6. Ad Hoc

- a) Performs such additional functions as may be instructed by the Line Manager from time to time.
- b) Participate in initiatives, projects and activities in which the HR team are engaged in/with.
- c) Assist in the execution of all project plan related to identified HR interventions.
- d) Ensures that allocated projects as specified by Line Manager are completed and that project deadlines have been met.
- e) Ensures that Project delivery does not affect or set back normal deadlines.

Essential requirements pertaining to the candidate's qualifications and experience:

- a) A Bachelor's Degree in Human Resources / Bachelor of Commerce in Human Resources Management / Bachelor's Degree in Industrial Psychology (NQF 7) or an equivalent qualification.
- b) A postgraduate qualification in Human Resources / Human Resources Management / Industrial Psychology or an equivalent qualification will be an advantage.
- c) A minimum of five (5) related working experience in the same or similar position.
- d) Five (5) years' proven experience in developing, implementing and reviewing of recruitment and selection policies and procedures.

In addition, the following competencies (skills and behavioural attributes) would be important:

- a) Good understanding of HR systems, tools, policies and procedures.

- b) Good working knowledge of BCEA, LRA, EEA, SDA, CCMA and SARS.
- c) Consulting, negotiation and analytical skills.
- d) Presentation and facilitation skills.
- e) Customer orientation, teamwork and collaboration.
- f) Report writing skills.
- g) Stress management.
- h) Cultural sensitivity and emotional intelligence.
- i) Proficiency in effectively conducting video conference meetings (Skype, Zoom, Teams).
- j) Advanced proficiency in MS Office Suite (Word, Excel, PowerPoint).
- k) Outstanding communication (Oral and Written) and interpersonal skills at all levels.
- l) High level critical skills, including listening and questioning skills.
- m) Independence and a self-starter attitude.
- n) Conflict resolution skills.

The role will report to the **Human Resources and Payroll Manager**. The role requires the ability and willingness to travel, work long hours, over weekends and public holidays where necessary.

The successful candidate will be based at the CSA Head Office, 86 5th Street, Melrose Estate, Johannesburg. Qualifying candidates can apply to careers@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.

In making the final selection, consideration will be given to the employment equity objectives of CSA. A performance agreement shall be entered into with the successful applicant. CSA reserves the right not to make an appointment.

The closing date for all applications is **18 October 2023**. 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.

CSA is an equal opportunity, affirmative employer. It is our intention to promote and broaden the diversity of our workforce ensuring South Africans of all races, gender, disability can be involved in the administration of cricket. The appointments are made in line with CSA's employment equity commitments.