



Human Resources Manager Vacancy

Purpose of the position:

The Endangered Wildlife Trust (EWT) is one of the largest biodiversity conservation NGOs in southern Africa, whose work is supported through the EWT's Human Resources Department.

The chosen candidate of this position will lead and direct the routine and strategic functions of the Human Resources Department, including fulfilling the EWT's aim to achieve best practice in all aspects of HR and to be the employer of choice in the conservation sector. The candidate must have strong communicational skills and be proficient in the minimum requirements for this position as detailed below:

Responsibilities and tasks:

- Ensure compliance with all labour laws
- Assume overall responsibility for developing and maintain progressive policies and procedures and the EWT's Employee Handbooks
- Manage and implement all employee recruitment, development, retention, and succession planning
- Ensure full compliance with all statutory requirements such as Employment Equity, Skills Development, Stats SA & COIDA
- Advise and guide management by providing professional and legally compliant HR support
- Develop and implement progressive people development strategies, objectives, and processes to develop staff to their full potential
- Lead the drive in ensuring that the ongoing need for transformation is understood and implemented throughout the EWT
- Maintain employee benefit programmes including employee benefits, insurances etc,
- Ensure compliance and management of all Health and Safety matters
- Ensure the professional handling of all recruitment and separation processes
- Control of the EWT's Payroll and leave systems
- Development and management of Human Resources budget and administrative processes
- Lead and implement the Broad-based Black Economic Empowerment (B-BBEE) processes

Qualifications and technical skills required:

- Honours Degree in Human Resources, Industrial Relations, Labour Law, or related, relevant field
- Minimum 5-8 years Human Resources management experience
- Excellent verbal, written and presentation skills
- Experience in using Microsoft Office programmes such as Word, Outlook, and Excel
- Excellent communication skills - both written and spoken English. Second language would be an advantage
- Strong organisational skills, including an ability to prioritise effectively, deliver high-quality work and adhere to stringent deadlines
- Knowledge of and experience with B-BBEE and Civil Society Organisation certificate application and auditing processes

Interpersonal skills:

- Self-motivated, with strong people skills and an approachable manner
- Disciplined, innovative, and energetic
- Excellent conflict management and negotiation skills
- The ability to work both independently and as part of a team

This post is Johannesburg based and consideration will not be given to candidates not living in Johannesburg. The Endangered Wildlife Trust is an equal opportunity employer. Applicants are requested to submit a CV with no less than three references, a completed EWT [Employment Application](#) form and a **detailed motivation as to how and why they would be the best possible candidate for the post**. Applicants who have not been contacted within ten days of the closing date must please assume that their application was unsuccessful. The EWT reserves the right not to make an appointment. All applications will be treated in the strictest confidence: closing date **24 August 2021**. To apply, please email the required documents to Emma Chisare at emmac@ewt.org.za.