

HUMAN RESOURCES MANAGER
SALARY: MARKET-RELATED

The **KZN Growth Fund** is a private equity and private debt Fund based in Durban reporting to the **Kwa-Zulu Natal Department of Economic Development, Tourism and Environment Affairs (EDTEA)**. The Fund seeks to appoint an experienced and suitable Human resources manager.

The Human Resources Manager reports to the Chief Executive Officer. The candidate is instrumental in supporting the business strategy, serving as a business partner that provides generalist human resources support to the organization. The Human resources manager must have the knowledge of competency-based recruitment practices and processes, be a competent employee relations practitioner, be emotionally intelligent and able to handle conflict effectively and have a Well-developed analytical ability and proactive problem solver.

The ideal individual will be responsible for:

- Develop, implement, and monitor the HR Strategy for KGFA.
- Coordinate the recruitment and selection processes of the organization.
- Oversee the consistent application of remuneration policies.
- Manage payroll processes.
- Monitor the Performance Management Policy and System.
- Oversee the development and implementation of the annual training and development plan.
- Ensure compliance with all relevant employment laws by the entity.
- Represent the entity in all employment law-related disputes, including internal disciplinary hearings and CCMA arbitrations.
- Proficiency in MS Office, particularly Excel.
- Must display leadership and influence ability to effectively operate in an EXCO of a small entity and manage a small team

The following minimum requirements must be met to be considered for this position:

- Formal post-graduate qualification in human resources management.
- Minimum of 7 years of human resources generalist experience, with at least 5 years at middle management level.
- Must have experience in developing and implementing human resource strategies, policies and procedures.
- Must have represented organizations at the CCMA arbitration level for at least 3 years.
- Experience in the recruitment and selection of employees at middle management (Paterson grading D band) for at least 3 years.
- Experience in Organisational Development and Change Management
- Excellent MS Office skills, particularly Excel
- Valid Driver's License

KZN GROWTH FUND EMBRACES THE PRINCIPLES OF THE EMPLOYMENT EQUITY ACT.

Designated group candidates are strongly encouraged to apply.

Correspondence will be limited to short-listed candidates. Late applications will not be considered. Email users are requested to set the delivery option on both "return receipt" and "confirm delivery". If you have not been contacted within 30 days of the closing date of the advertisement, please accept that your application has been unsuccessful.

Interested applicants should forward a detailed CV, certified copies of qualifications and ID document to:

execvacancy@kzngf.co.za

CLOSING DATE: 05 AUGUST 2024