

Job Specification & Recruiting Profile of Vacancy

23 May 2025

The following vacancy exists at NSFAS in Cape Town.

Position	Human Resource Business Partner	Type & Grade	Permanent, D1
Vacancy No	13 of 2025/26	Department & Unit	Human Resources

POSITION OVERVIEW:

Responsible for aligning HR strategies with the overall business objectives, all while staying abreast of evolving regulations and industry-specific standards. Ensuring the attraction and retention of qualified talent, facilitating their onboarding and development, and promoting a safe and harmonious workplace.

RESPONSIBILITIES:

Human Capital Management

- Partner with line managers to implement end-to-end people management processes and provide day-to-day operational support in the management thereof (including, but not limited to talent acquisition, reward and recognition, development, performance-, talent- and change management, employee relations)
- Ensure that human resources best practices are upheld, and performances communicated throughout the division.

- Identify and deliver continuous improvement initiatives to enhance employee performance and wellbeing.
- Build, support and maintain healthy, diverse internal and external relationships to ensure the achievement of divisional goals.
- Foster a positive workplace culture by promoting open communication, resolving conflicts, and addressing employee concerns.
- Provide guidance and consultation to managers on HR issues, including talent management, employee relations, performance management.
- Communicate the recruitment requirements with the Talent Specialist
- Align recruitment requirements with budget approvals.

HR Operations and Policy

- Interpret and communicate HR policies, procedures and programs to managers.
 - Advise business departments on the standardized recruitment practices and procedures.
 - Partner with hiring managers to identify staffing needs.
 - Facilitate and support the recruitment process.
 - Prepare offers to successful candidates.
 - Implement and manage the onboarding programs to integrate new hires into the organization effectively.
 - Manage the relocation process, internal changes or new hires.
 - Support the implementation of performance management contracts and reviews.
 - Support the allocated departments with the coordination of personal development plans, learning and development needs.
 - Manage the offboarding process, ensuring these align with the set procedures.
-

- Identify training and development needs and work with managers to implement appropriate solutions to enhance employee performance.

Reporting/Data Compilation

- Maintain accurate and up-to-date employee records and HR information.
- Prepare HR reports and metrics to track key HR indicators and support decision-making processes.
- Analyse and interpret project reports on completion of the project/s to evaluate return on investment and to inform decision-making in the subunit.
- Draft and send monthly EE, Payroll and Training reports to Group HR
- Monthly overtime, labour and wage reports to the GM and department managers

Collaboration and Communication.

- Collaborate with business leaders to understand organisational goals.
- Collaborate and communication any changes relating to HR practices and procedures to relevant stakeholders.
- Advise and communicate legislative requirements and/or changes.
- Provide guidance and support on HR policies, procedures and employment related matters.

Continuous Improvement

- Stay up to date with HR best practices.
 - Stay abreast with legislative requirements, understand the impact to the organisation and implementation thereof.
-

Risk and Compliance

- Ensure that all legal requirements are adhered to within the organization.
- Ensure all HR practices and initiatives are aligned with best practices as well as SA legislative requirements.
- Support the allocated departments with managing employee relations issues i.e. grievance and discipline.
- Address all HR related queries within the business' policy and procedural framework.
- Ensure all recruitment and selection processes are aligned with Equity requirements.
- Comply with Union agreements, if applicable
- Comply with the necessary Occupational Health and Safety requirements

DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- NQF Level 7 Human Resources Management, Industrial Psychology or related.
- 5-7 Years' experience in Human Resources, with a focus on HR business partnering.
- Strong knowledge of SA Legislative requirements
- Intermediate Knowledge of the higher education sector
- Understanding of HR value chain and processes
- Proven ability to manage multiple priorities.

Preferred

- NQF Level 8 Human Resources Management or Industrial Psychology Fields
-

- 8 Years of HR generalist experience
- Knowledge of the higher education sector and/or public sector
- Knowledge and understanding of the NSFAS Act and PFMA

Skills and Competencies:

- Ability to influence.
- Advanced Communication skills
- Planning and organising skills.
- Advanced Analytical skills
- Agile and Innovative
- Time management skills
- Ability to work under pressure.
- High Emotional Intelligence
- Integrity
- Change Management
- Goal orientation
- Computer Literate

PLEASE NOTE

Closing date: 08 June 2025

Interested applicants must complete and submit an Employment Application Form available on the NSFAS website. The form must be supported by a detailed Curriculum Vitae which includes amongst other things the vacancy name/position title you are responding to, copies of academic qualifications, Identity Document, and names of three contactable referees. The response must be addressed to

the following email address: **recruitmentcpt@sdrecruit.co.za**

The NSFAS does not consider late applications. The NSFAS talent acquisition team only corresponds with Shortlisted Candidates. Should you not hear from the NSFAS talent acquisition team within 2 months from the closing date, please consider your application unsuccessful. Appointments will be made in line with the NSFAS Employment Equity goals and targets
