



## Border Cricket NPC wishes to appoint a

# HUMAN RESOURCES PRACTITIONER

A new position for a Human Resources Practitioner at Border Cricket has become available.

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

### **Purpose:**

To maintain and enhance the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.

### **Job Requirements:**

- Manage the recruitment and selection process
- Ensure competent Human Resources are employed across all positions
- Ensure employees are aware of their job requirements
- Ensure the administration of the performance management system
- Ensure the identification of staff training needs
- Ensure staff have personal development plans in place
- Ensure staff adhere to company policies
- Retain key staff members and implement succession planning initiatives
- Manage and administer employee benefits to comply with organizational policies and legislation
- Develop, Review and implement HR policies and procedures in line with legislative.
- Handling and supporting all labour related matters in relation to the Labour Laws
- Ensure that there is proper and efficient document management on matters related to Human Resources

### **Skills and Qualifications:**

- Degree/Diploma/Certificate with 3-Year (M+3), Tertiary Qualification in HRM or related field.
- Knowledge in Hiring, Human Resources Management, Benefits Administration, Performance Management, Communication Processes, Compensation and Wage Structure, Supports Diversity, Grading of Employees, Employment Law, all relevant Laws.
- Other skills

The role will report directly to the CEO.

### ***In addition, the following would be important:***

An understanding of the game of cricket would be beneficial.

The Successful candidate would be based at Buffalo Park, East London

Qualifying candidates can apply to the CEO's office: [bev@cricket.co.za](mailto:bev@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.

The closing date for all applications is 28 April 2017. 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.

Remuneration commensurate with qualifications and experience for this position will be negotiated with the successful applicant.

Border Cricket reserves the right to fill this position at its own discretion.

**Date: 18 April 2017**