



**PROPERTY PRACTITIONERS
REGULATORY AUTHORITY**

**Vacancy: Manager – Human Resources - Head Office
Permanent**

OVERALL RESPONSIBILITY

This role is responsible for the formulation of HR benefits, administration, recruitment, and selection procedures. The role is also responsible for managing employee relations processes such as the facilitating discipline, grievances, incapacity, and dispute resolution. Additionally, the incumbent is responsible for liaising with payroll service providers to ensure that all payroll and related activities are efficiently and effectively managed.

MINIMUM REQUIREMENTS

- Bachelor's degree in Behavioral Sciences or Human Resources (NQF 7).
- Minimum 4 years' experience in a similar environment of which 3 years must be at a supervisory level.
- A proven track record of the provision of exceptional customer service delivery and strategic impact, particularly as an HR business partner.
- Good background knowledge and understanding of the Public sector, particularly Government policy and legal compliance issues.
- Knowledge of HR Best practice, current trends, research methods and practice.
- In depth knowledge of all the related legislative Acts, including, but not limited to BCEA, EEA, LRA, SDA, PFMA.
- A proven track record of Performance Management application and related processes.
- Change management, HR System applications.
- Excellent understanding of available education and training programmes and systems. Knowledgeable about educational regulations and standards.
- Interpersonal skills, emotional Intelligence, Values and Integrity.

KEY RESPONSIBILITIES

- Manage the HR unit by ensuring that performance expectations are met.
- Manage and oversee the training of line management so they can ensure proper management of employee relations.
- Empower line management to ensure a proper understanding of their respective roles and responsibilities.
- Design, develop and ensure implementation of programmes that would empower employees to participate effectively in processes and programmes within their work environment .
- Ensure that PPRA employees are orientated with regards to the grievance, disciplinary and other related processes.
- Support the training of staff within all systems, policies and procedures to minimise the incidence non-performance.
- Support line management in conducting quarterly and annual Performance Reviews for all employees.
- Development and implementation of HR related policies and procedures.

REMUNERATION:

Market related remuneration will be negotiated with the successful candidate.

TERM OF APPOINTMENT:

Permanent.

HOW TO APPLY:

- Applications must be submitted in writing and must contain a detailed CV and a motivation for application.
- Preference will be given to candidates whose appointment will enhance representivity.
- Applications received after the closing date will not be considered.



The PPRA is an equal opportunity employer. The post is open to all without distinction.

CLOSING DATE: 18 February 2024

Candidates should communicate their interest to the above positions by **18 February 2024** through e-mail to vacancies@theppra.org.za

Should applicants not receive any correspondence within three weeks after the closing date, they must accept that their applications have not been successful.