

Vacancy Advert: Human Capital Consultant Reference No: HCC 0110

An exciting position has become available at our Head Office in Cape Town. Suitably qualified applicants who possess the requirements specified below are encouraged to apply. SAMWUMED is committed to transformation in Southern Africa.

PURPOSE OF THE JOB

The Human Capital Consultant is responsible for providing expert end-to-end HR support to the organization, helping the Scheme with the optimisation of HR strategies, systems, and practices. Provide client support in areas such as talent management, organizational development, change management, employee engagement, and workforce planning.

KEY PERFORMANCE AREAS WILL INCLUDE, BUT NOT LIMITED TO:

- Assist with talent acquisition through managing, organising, implementing, and monitoring adherence of the talent and retention management strategies and processes.
- Manages the selection process, enrolment, and on-boarding process in collaboration with the hiring manager.
- Efficient and effective implementation of staff movements (i.e., transfers, promotions, redeployment, rotation, etc) and separation (i.e., resignation, retirement, retrenchment, dismissal, ill health, death, and incapacity) processes and procedures.
- Advises, guides, consults and coach line management on labour relations matters.
- Ensures compliance with legislations, policies, and procedures.
- Provide support in negotiations with union from time to time.
- Represent the company at the CCMA in all dispute matters (Conciliation/Arbitration).
- Drive performance management process and system by engaging management and staff on Personal Development Plans, Performance Improvement Plans, Incapacity counselling sessions and Enquiries.
- Assist business in Transformation and Diversity Management initiatives and programs.

QUALIFICATIONS, EXPERIENCE AND SKILLS REQUIRED:

- Completed Bachelor's Degree/Diploma in Human Resource Management or Industrial Psychology or a related field.
- At least 3+ years proven practical experience in generalist human resource management.
- Experience in project management, preferably HR related.
- In-depth knowledge of HR principles, HR cross functions, methods, and best practices.
- Outstanding knowledge of MS Office.
- Experienced with Human Resource Information Systems (SAGE/Psiber).
- Working knowledge of employment and labour laws.
- Exposure and familiarity with organisational and transformational practices.

COMPETENCIES:

- Excellent Communication both written and verbal
- Excellent interpersonal skills including high ethical standards
- Results driven orientated (high delivery mindset)
- Solid understanding of research methods and analysis
- Business and Report Writing Skills
- Excellent time management skills
- Organised and attentive to detail
- Work under pressure and meet deadlines



Real Heritage. Real People. Real Health Care.

Persons interested in applying for the above position are requested to forward a comprehensive CV recruitment@samwumed.org. Persons with disabilities are encouraged to apply.

The Closing date for applications is Monday, 20 January 2025.

The Scheme reserves the right not to make an appointment. Should you not hear from us within two weeks of the closing date, please regard your application as unsuccessful.

Disclaimer:

Your personal data submitted will be dealt with on a strictly confidential and discreet basis and processed in relation to this job application and will be stored and processed securely in accordance with our data information policy and procedures. By submitting an application, you agree to your data being used, stored and processed for the purpose of recruitment.