



HR Generalist

About Us:

At Thandeka Vocational Education Trust (Thandeka), we are committed to creating a thriving workplace where employees feel valued, engaged, and empowered. We are looking for a passionate and experienced HR Generalist to join our dedicated team and help shape the future of our institution.

Description:

The incumbent will be responsible for managing the day-to-day operations of the Human Resources Office within the company environment.

Key Responsibilities:

1. Recruitment, Selection & Onboarding

- Manage end-to-end recruitment processes, including job profiling, shortlisting, and interviewing.
- Ensure a seamless onboarding and induction experience for new hires to support their integration.

2. Employee & Student Relations

- Address employee and student concerns, offering guidance, mediation, and wellness support.
- Promote a positive, inclusive workplace culture for both staff and students.

3. Performance Management

- Manage the performance review process end to end, ensuring regular feedback and employee development.
- Implement continuous improvement practices to enhance individual and organizational performance.

4. Industrial Relations (IR)

- Ensure fair and legally compliant management of employee relations, disputes, and disciplinary procedures - for both employees and learners.
- Maintain solid knowledge of IR processes and labour law compliance.

5. HR Administration & Compliance

- Develop, implement, and uphold HR policies, procedures, and programs to maintain workplace standards.
- Ensure compliance with labour laws, company policies, and industry regulations.
- Complete Workplace Skills Plan (WSP) submissions to support training and development initiatives.



Thandeka

Empowered Journey, Enriched Community

CAREERS

6. Training & Development

- Source and coordinate training programs and career development initiatives.
- Ensure employees and students receive relevant learning opportunities for growth and success.

8. HR Data & Reporting

- Maintain HR systems and records, ensuring accurate employee data management.
- Generate reports on key HR metrics, including turnover rates, absenteeism, and training hours.

9. Employee Engagement & Retention

- Develop initiatives to enhance employee engagement and job satisfaction.
- Conduct stay and exit interviews to inform and improve retention strategies.

Qualifications:

- Minimum 10 years of proven experience in an HR Generalist role.
- Degree in Human Resources Management, Business Administration, or a related field.
- Excellent communication and interpersonal abilities.
- Strong sense of discretion and confidentiality when handling sensitive matters.
- Proactive and solution-oriented mindset.
- In-depth knowledge of South African labour laws and regulations.
- Proficiency with HR software and tools.
- Experience in handling employee grievances and disciplinary actions.
- Proven ability to manage multiple priorities in a fast-paced environment.

What We Offer:

- Competitive salary package.
- Opportunities for professional growth and career development.
- A supportive, collaborative, and inclusive work environment.

Industry

Technical and Vocational Training

Employment Type

Full-time

How to Apply:

If you're excited about making an impact and want to be part of our innovative team, please send your CV to hr@thandeka.org.za

Should you not hear back from us in 2 weeks, please consider your application unsuccessful.
Join the movement and help shape our company's future!