

Salary Band 4	HR Specialist
Reports to:	Head of Unit: Human Resources
Deputy:	Other HR Specialists in the Unit

1. BACKGROUND

The **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH** is a state-owned organisation. We work worldwide in the field of international cooperation for sustainable development. We offer the experience, the regional and technical know-how of GIZ in the global market and provide international clients with expertise in terms of economic and result-oriented services.

The **GIZ South Africa, Lesotho and eSwatini Country Office** in **Hatfield**, Pretoria is looking to fill the position of “**HR Specialist**” that will support our team in Payroll and VISA Accreditations.

A. RESPONSIBILITIES

The HR Specialist is responsible for:

- dealing with all questions arising in this area
- identifying relevant problems and issues and assisting in formulating implementation-oriented solutions
- further developing instruments and assisting in introducing innovation and change
- managing knowledge by disseminating and documenting know-how, experience, and information.

The HR Specialist performs the following tasks:

B. TASKS

1. Conditions of Employment and Payroll

The HR Specialist:

- (In consultation with the HR Unit Head) draws up the appropriate contract based on national labour law and in line with the GIZ Regulation considering formal conditions (limited/unlimited employment contract, distinction from appraiser contract, internship etc.).
- Ensure that all other organisational and administrative processing stages, e.g., monthly update of entries in SAP HR application for national personnel.
- (In consultation with the HR Unit Head) register all new personnel with the pension fund and medical aid.

- Prepare Salary Payment Vouchers for Finance Accounting.
- Ensure that Unemployment Fund (UIF) and SARS payment are made timely.
- Administer leave records for staff on the **Sage 300 People** system (ESS).
- Process Payroll payments and ad hoc payments for Staff Wellbeing and Staff.
- Process and support in the sourcing of Staff Development/Training Service Providers
- Process terminations letter on pension fund, medical aid.
- In consultation with the HR Head of Unit, updates information on employment conditions for national personnel (compensation system, salary groups, model job descriptions, labour law etc.).
- Ensure timely, correct, and complete documentation of all payroll files.
- **Professional Advice and Compliance with Data Confidentiality to be observed as per below:**
 - Advise and ensure that HR Data Confidentiality is adhered and followed as per the GIZ Data Regulations.
 - Analyse and revise HR processes, systems, and documentations according to data confidentiality regulations and legal requirements.
 - Observe complete discretion and confidentiality during and after his/her employment about all matters which become known to him/her during his/her employment. This shall not apply to information or facts which is common knowledge, in the public domain or which is not of a nature or significance that warrants confidentiality.

2. HR Instruments and Procedures

The HR Specialist:

- assists in implementing policies for national personnel.
- is involved in HRM for national personnel.
- assists with formulating and updating a wide range of HR information materials (for new staff or for the employment manual).
- Support with developing HR procedures and instruments.
- Organising the evaluation process (information on schedule for the Staff Assessment and development talks, filing forms, monitoring documentation on qualification requirements and professional development etc.).
- Help with training materials (including producing materials or planning rooms for induction events for new staff).
- Responsible to calculate and finalise Performance Assessment Related Excel sheets and final payments.

- Responsible to keep Personnel Data updated for Security and Risk Management purposes.
- Responsible to electronically archive Personnel information on the Data Management system as per the GIZ Regulations. (Using SAP).
- Assist with Recruitment and Selection Processes on Stand-In basis.

3. Visa Management

The HR Specialist:

- Responsible for Visa matters of Seconded personnel, Development Advisors and regional personnel and their families.
- Responsible to advise, guide, prepare and finalise new Accreditations, ID's, Permits and Study permits.
- Responsible to advise, guide, prepare and finalise renewal and amendments on Visa's.
- Responsible to ensure the return of ID Cards at end of Contract.
- Assist and advise international staff in the opening of South African Bank accounts.
- Update List on the Public Drive for the durations of the contracts
- Keep personnel Data updated and monitor extension of Visas.
- Close interaction with German Embassy, GIZ HQ/HR, all relevant South African Authorities.

4. Other Duties/Additional Tasks

The HR Specialist:

- performs other duties and tasks at the request of management.

C. REQUIRED QUALIFICATIONS, COMPETENCES AND EXPERIENCE

Qualifications

- B.A degree in Human Resource Management, Commerce, Finance, Accounting, similar or comparable.

Professional Experience

- 5 years or more experience as an HR generalist or in a comparable position
- Over 5 years working experience working on Payroll System Sage 300 People,
- Proven experience and knowledge of Payroll Systems (Sage 300 People).
- In-depth knowledge and experience of payroll calculations and processing
- Preferred administrative/management experience within GIZ.

Other Knowledge, Additional Competences

- Excellent knowledge of written and spoken English.
- Knowledge of the German Language (is an added advantage).
- Ability show discretion, especially when handling confidential information.
- Exceptional Customer Service and Advisory Skills.
- Team player, outstanding interpersonal and communication skills.
- Intercultural experience and the ability to embraces GIZ values on diversity and inclusion.
- Good working knowledge of ITC technologies (related software, phone, fax, email, the internet) and computer applications (e.g., MS Office)
- Basic knowledge of National Labour Laws and Regulations
- Basic knowledge of HR management,
- Strictly confidential handling of all HR issues
- Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management.

D. ADDITIONAL INFORMATION

- This position is based in the GIZ South Africa / Lesotho / eSwatini Country Office currently based in **Hatfield/ Pretoria**.
- At GIZ, you will be offered a global network and an atmosphere that is characterised by diversity, respect, and genuine equal opportunities. Gender equality promotion is a matter of course for us.
- GIZ is a signatory of the Diversity Charter. Recognition, appreciation, and inclusion of diversity in the company are important to us. All employees shall be valued - regardless of gender and gender identity, nationality, ethnic origin, religion or belief, disability, social background, age, or sexual orientation.
- GIZ would like to increase the proportion of employees with disability. Applications from persons with disabilities are most welcome.
- The **contract period for this position is Twenty-Four (24) Months**.

E. APPLICATION PROCESS

Suitable candidates should apply by submitting:

- A motivation letter (max. 1 page) stating why they should be the preferred candidate and the value added they will bring to the project.
- A **detailed CV**
- Proof of eligibility to work in South Africa (copy of SA ID)

Applications should be submitted to: recruit-pretoria@giz.de with subject line **“Application for HR Specialist”** for the attention of Head of Human Resources.

Closing date for applications: **25th of July 2023**

Only shortlisted candidates will be contacted.

Applications without a motivation letter will not be considered.