|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **JOB DESCRIPTION** | | | | | | |
| **DATE:** | | | | | | |
| COMPANY: |  | | JOB TITLE: | | HUMAN RESOURCES MANAGER | |
| DEPARTMENT: |  | | CURRENT INCUMBENT: | |  | |
| DIRECT SUBORDINATES: |  | | INDIRECT SUBORDINATES: | |  | |
| BRIEF DESCRIPTION: | | The post of a human resources manager consists of planning, directing, and coordinating human resource management activities of an organisation to maximise the strategic use of human resources and maintain functions such as employee compensation, recruitment, personnel policies, and regulatory compliance. | | | | |
| QUALIFICATIONS & REQUIREMENTS: | | * Bachelor's degree in human resources or a related field; * Ability to give full attention to what other people are saying, to motivate, develop, and direct people as they work, and identify the best people for the job; * Ability to be aware of others' reactions and understanding why they react as they do, to use logic and reason to identify the strengths and weaknesses of alternative solutions, and to bring others together and trying to reconcile differences. | | | | |
| COMPETENCIES: | | * Integrity — Job requires being honest and ethical. * Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high-stress situations. * Leadership — Job requires a willingness to lead, take charge, and offer opinions and direction. * Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations. * Initiative — Job requires a willingness to take on responsibilities and challenges. | | | | |
| TASKS: | | * Administer compensation, benefits and performance management systems, and safety and recreation programs; * Advise managers on organisational policy matters such as equal employment opportunity and sexual harassment, and recommend needed changes; * Analyse and modify compensation and benefit policies to establish competitive programmes and ensure compliance with legal requirements; * Identify staff vacancies and recruit, interview and select applicants; * Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures; * Plan and conduct new employee orientation to foster positive attitude toward organisational objectives; * Plan, direct, supervise, and coordinate work activities of subordinates and staff relating to employment, compensation, labour relations, and employee relations; * Plan, organise, direct, control or coordinate the personnel, training, or labour relations activities of an organisation; * Represent the organisation at personnel-related hearings and investigations; * Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems. | | | | |
| LINES OF COMMUNICATION: | | SPECIFY | | | | |
| WORKING CONDITIONS: | | Indicate whether the position is half time or full time. List any unique working conditions such as hours  etc. | | | | |
|  |  | | | | |  |
|  |  | | | | |  |
| SIGNATORIES: | | | | | |  |
|  | NAME: | | | DATE: | | SIGNATURE: |
| INCUMBENT: |  | | |  | |  |
| LINE MANAGER: |  | | |  | |  |
| HR MANAGER: |  | | |  | |  |