



## SEEKING: HUMAN RESOURCES MANAGER

CHoiCe Trust is a non-profit organisation working to support children, households and communities in Limpopo through various programmes focused on capacity building, health and social development. CHoiCe works to ensure meaningful impact through promoting sustainable practices, fostering community engagement and delivering a quality service.

The Human Resource Manager will play a pivotal role in managing the human resources function of CHoiCe Trust. This position requires a dynamic leader who is passionate about community development and understands the unique challenges faced by non-profit organisation. The HR Manager will oversee recruitment, employee relations, performance management and organisational development to ensure a motivated, engaged and supported workforce.

### Required Qualifications, Skills and Qualities:

The appointed individual is expected to have the following experience and qualifications:

- Bachelors degree in Human Resource Management, Business Administration or a related field
- Minimum of 8 years' experience in HR management
- Experience in the non-profit sector, and specifically with organisations implementing USAID programmes, would be preferred
- Strong knowledge of labour laws and HR best practices
- Proficiency in HR software including payroll systems
- Strong computer skills, specifically with regards to Microsoft Office Suite
- Driver's license, ability to drive and willingness to travel between offices when needed

The HR Manager must have strong interpersonal and communication skills, with a proven ability to manage multiple priorities and meet deadlines. The Manager must have problem-solving skills and a proactive approach to challenges. The candidate is required to be flexible and a team player and working in and promoting a multi-cultural workspace.

### Responsibilities include:

- Recruitment and staffing
- Employee relations
- Performance management
- Training and development
- HR Policy development
- HR Audits and reporting
- Payroll, compensation and benefits
- Organisational development

NOTE: We offer a market related salary.

Interested candidates are to forward an email including (a) their CV which motivates their suitability to the position; and (b) their expected monthly salary. This should be sent to:

ATT: Human Resources, CHoiCe Trust. E-mail: [applications@choicetrust.co.za](mailto:applications@choicetrust.co.za)

**CLOSING DATE: FRIDAY, 15<sup>th</sup> November 2024**

Please direct questions to [patricia@choicetrust.co.za](mailto:patricia@choicetrust.co.za). If you do not receive feedback within 2 weeks of the closing date of this advert, please consider your application unsuccessful. For more information on CHoiCe Trust see:

[www.choicetrust.org.za](http://www.choicetrust.org.za)

*Persons with disabilities are also invited to apply. Preference will be given to suitably qualified candidates from the designated groups in line with the provisions of the Employment Equity Act, No 55 of 1998 (and any amendments thereto), the relevant internal recruitment policy as well as the organization's employment equity plan.*

*This is a donor-funded position and is dependent on resource availability. CHoiCe reserves the right not to make an appointment on this position.*

