



Human Resources Officer

Reference Number: CCB202501

Nature of Employment: Permanent

Remuneration: Market related all-inclusive package

Preference will be given to suitably qualified candidates who enhance the employment equity of the Castle Control Board

Background

The Castle Control Board is a Schedule 3A Public Entity of the Ministry of Defence and Military Veterans. The Castle Control Board (CCB) was established in terms of the Castle Management Act, Act 207 of 1993. The CCB stipulates certain outcomes to be achieved. These outcomes form a set of strategic outputs which all planning operations are based on. These strategic outcomes are as follows:

- To preserve and protect the military and cultural heritage of the Castle of Good Hope.
- To optimize the tourism potential of the Castle of Good Hope.
- To optimise accessibility to the Castle of Good Hope by the public.

The Castle of Good Hope is a declared National Heritage site protected by the National Heritage Resources Act, Act 25 of 2000. Therefore, the strategic outcomes must also include:

- Promotion, development and interpretation of the Castle of Good Hope as a place of education and learning.
- Development of the capacity of the Castle of Good Hope to promote understanding, reconciliation and nation-building.
- Agreement with the Department of Defence in terms of the management of the Castle of Good Hope as a defence endowment property.

The Castle Control Board is responsible for the overall management, maintenance and promotion of the Castle of Good Hope as a heritage site and tourism attraction. In terms of the legislative mandate, the organisation is expected to provide a range of public services and goods on behalf of the Department of Defence to local community members, tourists, school

learners, students, conservation agencies, exhibitors, performers, cultural organizations, traditional authorities, filming companies, event organisers, military institutions and many more.

PURPOSE

To provide a holistic human resource support service to the Castle Control Board.

KEY PERFORMANCE AREAS

Recruitment and Selection

- Obtains staff requisitions from entity and compiles recruitment advertisements.
- Identifies best medium for advertising and advertises jobs both internally and externally.
- Screens and shortlists CV's of applicants according to job requirements.
- Interviews candidates together with Managers and selects suitable candidates.

- Informs all candidates of interview outcomes.

- Vets job applicants by conducting relevant checks.

- Compiles recruitment reports for the Chief Executive Officer with recommendations for appointment of successful applicants.

- Drafts Letters of Appointments after negotiating start dates with successful applicants.

- Recruits employees in line with Employment Equity (EE) targets.

- Liaises with recruitment agencies in relation to the supply of temporary staff.

Employee Relations

- Provides advice on labour related issues to Managers.

- Ensures adherence to all Human Resource policies and procedures and South African legislations.

- Prepare and facilitates disciplinary cases.

- Keeps abreast of legislative changes and advises Managers on such changes.

Employee Wellness

- Coordinate key Employee Wellness initiatives and change programmes to ensure that they are delivered in accordance with agreed requirements realising effective coordination of people and resources.

- Addresses all queries in relation to the employee wellness.
- Prepares wellness calendar and coordinates wellness initiatives.
- Posts wellness articles on intranet.
- Develops monthly, quarterly and annual reports on Employee Wellness usage.

Employment Equity

- Maintain the organisational structure to ensure accuracy and alignment with strategic objectives and operational requirements.
- Develop, implement and monitor Employment Equity (EE) Plans.
- Prepare and ensure submission of Annual EE Reports to Department of Labour and the B-BBEE Commission.
- Provide inputs onto the CCB B-BBEE reporting.

Human Capital Administration

- Assists with coordination of all aspects of human resource administration.
- Assists with monitoring and implementation of human resource projects.
- Keeps abreast of human resource best practices.
- Receives employee information in relation to change in particulars and forwards to payroll for capturing.
- Assists with policy reviews.
- To contribute to the development and enhancement of HR policies and procedures in support of the HR strategy, and to provide guidance to stakeholders regarding implementation thereof.

General HR functions

- Facilitation of probation processes.
- Conducts exit interviews and administer the termination processes.
- Creation of HR files and maintenance of records.
- Prepare information for audits and co-ordinate audit processes.
- Responsible for general leave administration and reporting on leave.
- Ensure available statistics/reports are delivered when required/according to specified deadlines.
- To effectively implement all HR initiatives through on going partnering with business and advise both line management and employees on all HR related processes and procedures.
- To conduct induction programmes and engage with line management on a departmental on-boarding programme for all new staff.
- To compile monthly and quarterly HR reports.

Records Management

- Ensure that records management is performed in accordance with CCB approved file plan and electronic document management system.

MINIMUM JOB REQUIREMENTS

Qualifications

- Three (3) years National Diploma or Degree in Human Resources/ HR-related field.

Experience

- Minimum of five (5) years' relevant experience in a Human Resources Generalist role or in a similar position.

Competence and skills

The appointee must have the following skills:

- Communication.
- Report writing.
- Coordination.
- Interpersonal.
- Problem Solving.

The appointee must have the following knowledge in terms of **legislations**: ▪

- Knowledge of the Castle Management Act.
- Public Finance Management Act.
- Knowledge of National Treasury guidelines & regulations.
- Basic Conditions of Employment Act.
- Labour Relations Act.

The Castle Control Board subscribes to the principles of Employment Equity. The appointee will be required to sign a performance agreement within one (1) month of joining the organisation and this position is subject to a six (06) months' probation period.

SUBMISSION MUST INCLUDE

- a one-page letter of application /motivation.
- A detailed CV with contactable references.
- Certified copies of qualifications.
- Driver's licence.
- Identity document.

hro-recruitment@castlecontrolboard.org.za or hand delivered to Castle Control Board, Castle of Good Hope, Cnr Castle and Darling Str, Cape Town, 8001.

Applicants with foreign qualifications must ensure they are verified by the South African Qualifications Authority (SAQA).

Shortlisted candidates will be subjected to Personnel Suitability checks and security clearance. Correspondence will be limited to shortlisted applicants only. Applicants who have not received communication from the Castle Control Board within thirty (30) days of the closing date may regard their application as having been unsuccessful.

Enquiries: Mr Mandla NGEWU (021 461 4676).

Note: By submitting your application, you consent to the Castle Control Board to process your personal information for recruitment purposes. The CCB shall take all necessary precautions to protect the privacy of the applicants as prescribed in the Protection of Personal Information Act, Act 4 of 2013 (POPIA).