

Reporting to the HR Manager, this role is responsible for all human resource activities for specific business units. Provide advice, assistance and follow-up on company policies, procedures, and documentation. Coordinate the resolution of specific policy-related and procedural problems and inquiries.

Responsible for full range of human resource activities to include talent management, benefits, administration, employee relations and training and development

- HR consulting to business areas;
  - Recruitment and Selection
  - Training (Needs identification, Co-ordination & Delivery)
  - Performance Consulting
  - Disciplinary Advising and implementation
  - Organisational Development
  - Employee Wellness
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- Attract and retain best-fit talent
  - Interview job applicants; review application/resume; evaluate applicant skills and make recommendations regarding applicant's job fit.
  - Prepare and maintain job documentation, and job evaluations
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- Work with management to resolve employee relations and disciplinary issues.
  - Coordinate the resolution of specific policy-related and procedural problems and inquiries.
  - Perform specific research/investigation into operational issues, as requested.
  - Provide first-line counseling support to individuals in need.
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- Identify, and work with managers to identify performance issues, including root cause
  - Develop and implement performance enhancement initiatives; utilize existing resources effectively (e.g. QA, training, peer-coaching)
  - Follow-up and monitor progress
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- Identify training needs
  - Recommend, develop, schedule and deliver training and development courses.
  - Participate in induction programmes.
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- Identify OD issues – including team and individual issues e.g. performance, cultural, communication, leadership
  - Monitor and provide feedback on any dysfunctional behaviour or business practices
  - Develop or source appropriate interventions to monitor, improve organisation/team or individual effectiveness
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- Provide advice, assistance and follow-up on company policies, procedures, and documentation.
  - Recommend, develop and maintain human resource databases, computer software systems, and manual filing systems.
  - Recommend operating policy and procedural improvements.
  - Other HR related duties as assigned

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Director: R Alley

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Requirements • Knowledge of Facilities Digital Marketing and IT advantageous

- At least 3 years HRBP experience is essential

- Knowledge of all relevant legislation (LRA, SDA, EEA, BCEA, OHSA) and stakeholders that impact on HR and training and development is essential

- A relevant formal qualification or equivalent appropriate HR generalist degree/ 2 - 3 years experience as an HR Generalist or similar role

Should you meet the above requirements and be interested in this position please quote the Reference and submit your CV together with your supporting documentation to [recruitment@surgo.co.za](mailto:recruitment@surgo.co.za) or apply via this job page.