



**national film and video foundation**  
SOUTH AFRICA  
an agency of the Department of Sport, Arts and Culture

## VACANCY

**Position:** Human Resources Officer

**Reporting to:** Head: Human Resources

**Job Ref:** RECR/HRO/001

### Job Purpose:

To provide human resources related services to the organisation's business units with focus on Employee Relations, in addition to generalist HR functions. These include; Talent Management, Recruitment and Induction/on-boarding, Payroll, Training and Development, Internship Programmes, Performance Management, Health and Safety, Staff Engagements and Employment Equity.

### Qualification & Experience:

- Degree in Human Resources Management / B Com in Industrial Psychology;
- 3-5 years of Human Resources generalist experience not limited to: recruitment, payroll, talent management, training & development, HR audits, performance management and employment equity;
- Experience in the facilitation and co-ordination of Employee Relations including disciplinary procedures and processes and providing advice to business units, CCMA procedures;
- Solid knowledge of the Basic Conditions of Employment Act, Employment Equity Act, Labour Relations Act and Skills Development Act;
- Membership of HR body (e.g. SABPP; IPM) highly advantageous.

### Key Responsibilities:

#### Employee Relations:

- Maintain strong relationship with legal department;

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#### Councillors:

Ms Tholoana Rose Ncheke (Chairperson); Dr Jeremiah Mofokeng (Deputy Chairperson); Ms Julie Hall; Ms Nomfundo Matlala; Mr Sibongiseni Mkhungo; Mr Majang Mpherwane; Adv Senzo Ncube;  
Mr Louis Seeco; Ms Lala Tuku  
Chief Executive Officer: Ms Makhosazana Khanyile

- Establish relationship with open channels of communication with Union (NEHAWU);
- Manage the Union relationship and all relevant matters (e.g. shop steward meetings, agreements etc.);
- Ensure Grievance and Disciplinary procedures are documented, aligned to legislation and communicated to business units;
- Facilitate the process for CCMA cases (e.g. Conciliation, Arbitration, Con-Arb);
- Represent NFVF at CCMA;
- Identify changes in legislation impacting ER policies and make recommendations to ensure alignment; and
- Conduct workshops in collaboration with the policy department on HR Policies and Procedures for staff.

#### Talent Management:

- Coordinate training and development needs for NFVF staff, including:
  - Identify training needs;
  - Identify training providers and coordinate the training;
  - Act in the capacity of Skills Development Facilitator liaising with the SETA; and
  - Supervise drafting of WSP and ATR.

#### Recruitment and Induction:

- Compile advertisements for vacancies (by Liaising with the HoD);
- Advertise positions internally;
- Coordinate the process for external advertisements if required;
- Receive, screen CV's, shortlist suitable candidates and request further shortlist from HoD for interview purposes;
- Provide feedback to candidates after the interviews have taken place;
- Draft the offer of employment and make the offer to the successful candidate;
- Liaise with Service Providers regarding the need for psychometric assessment (if required);
- Facilitate the induction process and introduce the new employee to relevant staff members, and orientate the new employee in terms of the organisation, the role, vision and mission, policies etc.; and
- Facilitate exit interviews and provide the necessary feedback.

#### Compliance with HR legislation:

- Review and update all HR Policies and Procedures to ensure alignment to and compliance with labour legislation;
- Facilitate the Employment Equity process within the NFVF and ensure that the relevant documents (e.g. EEA2, EEA4, EE Plan, EE Analysis Report) are developed and implemented;
- Act as the appointed Employment Equity lead;
- Liaise with the auditors regarding quarterly audits; and
- Act as the first line of communication/support in providing the necessary information required.

### Payroll Processing:

- Adjust salaries on Pastel as per approved annual increases;
- Load new employees on the system;
- Capture employee information (e.g. hours worked, leave, personal information);
- Ensure that 3rd party payments are processed timeously;
- Issue IRP5's to employees; and
- Submit EMP201's and EMP501's to SARS as required.

### Internship Programme:

- Identify the NFVF's needs in terms of interns;
- Submit letter of intent to MICT SETA for internship programme;
- Recruit host employers and identify their specific requirements;
- Place the interns at the host Employers according to the needs of the host employers and the skills, abilities and knowledge of the Interns;
- Facilitate the induction programme and other sessions for Interns;
- Facilitate the process of identifying and appointing mentors as well as induction for the mentors;
- Liaise with the service provider regarding the payment of allowances for Interns;
- Constant liaison with the Mentor and Host Employer regarding ER Related matters; and
- Facilitate the exit process for Interns.

### Staff Engagements:

- Identify staff engagement opportunities (e.g. Wellness Days) and determine appropriate scheduling;
- In partnership with the Communications team, determine communication medium appropriate to relay any staff related communication; and
- Assess impact post engagement and identify areas for improvement.

### Performance Management Process:

- Facilitate and coordinate the bi-annual and final performance reviews;
- Receive the half year scores from the 360-degree performance management system used;
- Follow up with Managers after the outcome of the performance management session (e.g. training or improvement needs);
- Consolidate the performance management scores and submit to MANCO;
- Liaise with the moderation committee and set up the meeting for the Committee;
- Submit all the scores to the Moderation Committee;
- Get final scores from the Moderation Committee (after approval from the Moderation Committee);
- Apply the Performance Management Policy to calculate the performance bonuses;
- Provide feedback to HoD's on the employee's final scores and the bonus;
- Manage the payroll aspect for bonus payments; and

- Work closely with line managers in providing the necessary support for employees identified as under-performers.

**Behavioural Attributes:**

- Confidentiality;
- People management skills;
- Planning and organizational skills;
- Attention to detail;
- Good written and verbal communication skills;
- Practical knowledge of the Public Sector;
- Financial Awareness.

Suitably qualified and experienced candidates are invited to submit their abridged curriculum vitae via email to [vacancies@nfvf.co.za](mailto:vacancies@nfvf.co.za) or fax on 0865197585 by no later than **12 February 2023**.

**Note:** Correspondence will be made only with the shortlisted candidates and no late applications will be considered.

*It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).*