



GLOBELEQ

JOB DESCRIPTION

Job Title:	Human Resources Officer (Business Partner to: Droogfontein Solar Power & De Aar Solar Power; Focus areas: compensation, benefits, skills development)
Company:	Globeleq South Africa Management Services
Reports To:	Human Resources Manager
Location:	Cape Town, with some national travel to solar plants in the Northern Cape
Type of employment:	Permanent

Organisational Context & Role Purpose

Globeleq is an experienced international power plant owner and operator. In South Africa, Globeleq owns and operates three renewable energy (RE) power plants: a 138 MW wind farm in Jeffreys Bay and two 50MW solar photovoltaic plants in Kimberley and De Aar. These projects emanate from government's REI4P programme and are among the first and largest RE plants to be constructed in the country. As at 1 February 2017, it had a staff compliment of 72.

The HR Officer is the business partner to the two solar plants managed by GSAMS which currently have a combined staff of 27. He/she will undertake all generalist tasks associated with these business units. In addition, he/she will oversee payroll and benefits administration, employment equity and Black Economic Empowerment obligations of Globeleq South Africa Management Services (GSAMS).

Key Performance Areas

Compensation & Benefits (company-wide)

- Working with the payroll provider, responsible for the payroll and benefits administration, ensuring payroll submission in a timely and accurate manner
- Oversees payroll and benefit-related tasks associated with new joiners and leavers
- Answers payroll, benefits & employee relation queries.
- Coordinates all benefit renewals across the full organisation
- Ensures the smooth running of all compensation and benefit schemes including but not limited to medical insurances (medical aid), group life cover, retirement annuity, handling benefits renewals, benchmarking schemes and responding to issues.

Skills Development & Training (including BBBEE alignment) (company-wide)

- Work with the HR Manager to integrate BBBEE into the business culture of the organisation
- Develop the administrative framework and support structures to facilitate WSP and ATR recording
- Prepare and submit Workplace Skills Plans (WSPs) and Annual Training Reports (ATRs)
- Ensure completion of mandatory training and training renewals where required
- Ensure accurate record keeping of training activities for reporting purposes.

Employment Equity (company-wide)

- Drive initiatives, as envisioned in the EE Plan, to completion by the planned due date
- Manage all Employment Equity (EE) data management and annual reporting
- Work with the HR Manager to implement initiatives driven by the EE Forum and to prepare information as required by the Forum
- Act as HR representative for the EE Forum in the absence of the HR Manager
- Amend the EE Policy, as appropriate

HR Management System (company-wide)

- Project manage the migration to an HR Management System (HRMS), acting as the champion of the system for queries and ongoing improvements and ensuring all data is transferred and accurate
- Ensure that the HR Management System contains accurate and up-to-date information

HR Generalist for De Aar Solar Power (DASP) and Droogfontein Solar Power (DFSP)

- Manage all recruitment processes, including refining job descriptions, project managing the recruitment process, conducting interviews, preparing offers and perform pre-employment checks and references
- Manage the HR-related administration of new joiners to DASP and DFSP, including setting up on payroll, benefits, completion of HR data
- Manage the HR-related administration of leavers to DASP and DFSP, including setting up exit interviews, ensuring return of GSAMS equipment, etc.
- Manage all the administration of terminations, transfers, promotions
- Assist Managers to deal with and resolve labour relations issues
- Prepare new employee files and ensure all new documentation is received and accurately completed, where necessary
- Project manage the performance management process, ensuring timeous document completion, for the relevant Business Units

Other

- Assist with the development /refinement of policies and procedures, in line with key areas of responsibility
- Create purchase orders and process invoices for payment
- Assist with HR audit
- Handle general HR-related queries
- Any other duties, as assigned by the HR Manager, in line with the role

Skills and Competencies

- Excellent planning, organising and time-management skills
- Excellent communication skills, both oral and written
- Meticulous, with high attention to detail
- Action-oriented: able to take tasks to completion; excellent project management skills
- Good inter-personal skills
- Able to maintain a very high degree of confidentiality
- Able to work well in a team

Experience and Qualifications

- Minimum 5 years' relevant experience in human resources, ideally at a corporate/head office level
- A degree in Human Resources
- Additional training/certification in payroll management would be an advantage
- Training in and experience as a Skills Development Facilitator (SDF) would be an advantage; alternatively, would need to be willing to be trained as an SDF
- Labour Relations certification and experience would be an advantage
- High proficiency in MS Word, Excel and PowerPoint skills are required
- Experience in an online HR Management System would be an advantage
- Valid driver's license and own transport

Prepared By	Laura James	Date	30 January 2017
--------------------	-------------	-------------	-----------------

Application process	CV and cover letter, together with certificates, driver's license and current salary details, to be emailed to jobs@globeleq.co.za by Wednesday 15 February 2017 .
----------------------------	--