

HR Business Partner (Ref: 67/2019)

The Cape Town International Convention Centre (CTICC) is so much more than just another convention centre. An exceptional centre requires exceptional staff and the culture of the CTICC is one of teamwork, recognition, personal accountability, and service excellence. We understand that it is only our people who make us the success we are and, as a result, we make every effort to ensure that we recruit talented, qualified and enthusiastic team players, who are able to embrace our values, fit in with our culture and recognise the value of hard work in a dynamic exciting environment.

The main purpose of the HR Business Partner is to partner with business units in the formation of strategy, the design of the organisation and implementing the business model. The HRBP will drive and support the workforce through development, recruitment and retention.

Reporting to: HR Manager

Key responsibilities:

- **Recruitment:** Through proactively sourcing and selecting competent talent in order to deliver talent that meets the current and future business needs
- **Human Resources Administration:** Responsible for administrative tasks related to the Human Resources function including all legislated and company requirements are performed to the highest standard at all times.
- **Employee life-cycle:** Manage employee's employment history from onboarding to exit interview phase. Looking after staff wellness, and ensure high levels of motivation and happiness to ensure staff retention
- **Develop succession plans:** Building career paths for talent and guiding them along their respective journeys
- **HR Policies and Compliance:** Maintaining and updating the Company's HR policies, procedures and documentation. Provide management and staff guidance on such policies.
- **Employment Equity:** Assist with EE plan submissions and adherence thereof
- **Reporting:** Compiling quarterly and weekly HR Reports. Assist with relevant statutory reports
- **Performance Management:** Drive and ensure performance management processes are completed timeously within the entire business
- **Industrial Relations:** Managing any disciplinary issues, grievances and other industrial relation matters
- **Training & Development:** Assist in training initiatives, and reporting thereof.
- **Other ad-hoc duties as required**

Minimum Qualifications & Experience Required:

- Matric certificate or equivalent
- NQF 6(Diploma/Degree) in Human Resources Management / Industrial Psychology
- SDF Qualification Advantageous
- Minimum of 3 years relevant experience in a similar position



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Skills & Knowledge:

- Excellent planning and organizational skills
- The ability to build effective relationships with line managers and employees in all levels of the business
- Demonstrate a professional, confident and 'can do' attitude at all times
- The ability to multitask and prioritize
- Be able handle confidential and sensitive information

Kindly submit all applications via <http://cticc.cloudrecruit.io/#/> by 17h00 on the 21 June 2019.

Only shortlisted candidates will be contacted.



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