



VACANCY: HR Officer for the Sabi Sand Wildtuin

The Sabi Sand Wildtuin (SSW) is now recruiting for the position of an **HR Officer**.

The SSW is South Africa's oldest and best known private game reserve. The SSW is a very sought-after tourist destination with unsurpassed Big 5 game viewing and a variety of lodges. The reserve has pioneered a host of wildlife and conservation management practices as well as established a group of Non-Profit Entities, focused on conservation and community interaction.

Overview of role:

Purpose: Responsible for HR support to the SSW group
Position Level: Member of the SSW Management team
Reports to: HOD Business services of Sabi Sand Wildtuin
Location: White River or Sabi Sand Wildtuin, Mpumalanga, South Africa

Applications close: 15 February 2019

Key Responsibilities:

- Leading recruitment (Incl. job description, interviews, follow up, references and offer letters)
- Statutory submissions- Employment Equity, Skills/ Seta's
- Leading all Employment Equity Committee matters
- Leading employee disciplinary matters (Warnings, Hearings & CCMA)
- New employee induction (Incl. P&P, assets allocation, employee file and records)
- Employee development and growth
- Coordination of staff wellness programmes, performance management, performance appraisals and succession planning
- Assistance with improving policies and procedures
- Co-ordinate staff and support departments' operational activities
- Training, coordination, mentorship and development for all internship/ learnership employees
- HR related administration and reporting



Qualifications, Skills and Experience required

- 3 Years' experience in a similar role
- Relevant tertiary qualification, degree preferred
- Experience in staff recruitment will be advantageous
- Excellent communication and people skills
- Excellent English and writing skills
- PC Literacy and proficient on MS Office – must have advanced Word, Outlook and Power Point skills
- Ability to work well under pressure and manage multiple priorities
- Must have experience of working in a high-level professional environment
- Highly organized and detail orientated
- Ability to maintain confidentiality at all times

Personal Attributes

- **Excellent communication and people skills are essential for this role**
- Strong organizational and time management skills
- Professional, diplomatic and ethical
- Able to manage complexity and adapt to changing conditions
- The candidate must be flexible and able to work effectively under pressure and meet deadlines

Salary and Benefits

- Salary and benefits will be negotiated with the successful applicant, in accordance with experience
- Depending on the successful candidate, reporting office will be either in White River or Shaws gate- Sabi Sand Wildtuin

How to Apply

Applicants who meet the above criteria and wish to apply should email a CV of maximum 3 pages and personally written motivation letter **stating your salary expectations** to hrofficer@sabisand.co.za **no later than 15 February 2019.**

Should you not hear from us within 2 weeks, please consider your application unsuccessful.

Please note this vacancy is subject to the below:

- Applicants must have the right to legally work in South Africa.
- The Employer reserves the right to vary the specifications of the advertised position.
- The Employer reserves the right not to make an appointment.