

**HR PROJECT MANAGER
HIRT & CARTER
DURBAN**

CORE PURPOSE OF THE JOB:

The HR Project Manager will be accountable for delivering a comprehensive HR service to the business by developing and managing multiple HR projects in varying size and scope. The HR Project Manager will blend both knowledge of HR processes and the best practice to ensure the flawless execution of all HR projects.

KEY PERFORMANCE AREAS:

- Implementation and maintenance of HR Information System
- Drive training and development initiatives to retain and grow talent and meet current and future human capital requirements.
- Execution of B-BBEE strategy ensuring the business is driving transformation and has improved access to business opportunities.
- Drive positive employee engagement and support the business in building and sustaining high performance culture.
- Update and develop policies to manage risks to the business.
- Implementation and execution of change in management processes to ensure organisational readiness and minimum disruption of business operations.

QUALIFICATIONS / EXPERIENCE:

- Degree in Human Resources/ Industrial Psychology with at 3 to 5 years' experience in project management, B-BBEE, and L&D.
- Good working knowledge of HR legislative requirements
- Sage 300 experience will be advantageous
- High level computer skills

BEHAVIOURS & ATTRIBUTES:

- Project management skills
- Strategic thinker
- Tech savvy
- Business Acumen
- Analytical skills
- Ability to work independently
- Ability to work under pressure
- Ability to meet deadlines
- Team player

The advert has minimum requirements listed.
Management reserves the right to use additional / relevant information as criteria careers@hcg.one
Closing date for applications is Friday, 10th November 2023.