

**VACANCY - HILLCREST**

**ROLE PROFILE**

Role Title	<b>HUMAN RESOURCE BUSINESS PARTNER</b>
Department	<b>HUMAN RESOURCE</b>
Reporting Structure	<b>HUMAN RESOURCE MANAGER</b>
Closing date	<b>29 DECEMBER 2020</b>

**ROLE SUMMARY**

We are looking for an independent and innovative team player with passion for service excellence. The incumbent will provide a full HR function to the relevant business unit(s), including recruitment, performance management, training and development, IR and HR administration/reporting.

**SKILLS PROFILE**

**INHERENT REQUIREMENTS**

- A three-year Degree or a relevant NQF Level 6 Qualification in Human Resources Management is essential.

**WORK EXPERIENCE**

- A minimum of 3 years extensive Human Resources Generalist experience operating as a Change Agent.
- Experience in a Hospital / Hospitality environment will be advantageous.
- Good knowledge of Industrial Relations and Performance Management.
- Good working experience of all relevant legislation and processes.
- Proven track record in Diversity and Relationship Management.
- Computer proficiency in Microsoft Office suite is essential, working experience on SAP is advantageous.

**KNOWLEDGE**

- Recruitment and Selection
- Workplace Discipline and Industrial Relations
- Employee Records, Payroll & Employee Benefits
- Performance, Talent and Career Management
- Succession Planning

**APPLICATION PROCESS**

**BUSAMED IS AN EQUAL OPPORTUNITY EMPLOYER**

The Company's Employment Equity plan and targets will be considered as part of the recruitment process aligned to the Group's Employment Equity strategy. Busamed actively supports the recruitment of people with disabilities.

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to [careers@Busamed.co.za](mailto:careers@Busamed.co.za) before the closing date cited above. Kindly indicate the name of the position you are applying for in the subject line of your email.

Should you not hear from us by the 31<sup>st</sup> January 2021, please consider your application unsuccessful.