



HR Officer

Duration: Permanent Position

Location: Midrand, Gauteng

Remuneration: R 482 648,79 (Total Cost of Employment per annum)

The South African Board for Sheriffs (SABFS) is responsible for the maintenance of the esteem of, the enhancement of the status of, and the improvement of the standard of training of and functions performed by sheriffs, in a manner that enhances access to justice.

The HR Officer is responsible for ensuring an effective & efficient human resource service to the South African Board for Sheriffs (SABFS) which includes the full employee life cycle.

This position reports to the Manager: Human Resources.

KEY PERFORMANCE AREAS

The below highlights the key areas of focus but is not limited to:

1. Talent Acquisition Management

- a. Co-ordinate the appointment process for Staff within the SABFS nationally.
- b. Facilitate On-boarding and off-boarding of SABFS staff nationally.
- c. Provide guidance and support to all SABFS staff on Talent Acquisition Management processes.

2. Management of Human Resource Development

- a. Identify Training needs for all SABFS staff.
- b. Develop an annual human resource development plan.
- c. Implement and monitor the Training and Development plan.
- d. Provide coaching, guidance, support and feedback to all SABFS staff on Training & Development Management processes.
- e. Manage the Staff Wellness Programme.
- f. Process SABFS staff performance appraisals bi-annually and ensure that the process is compliant and in accordance with SABFS policies and performance management system procedures.
- g. Provide coaching, guidance, support and feedback to all SABFS staff on Performance Management processes.
- h. Maintain SABFS staff organogram and detailed job descriptions along with salary records.

3. Employee relations

- a. Provide coaching, guidance, support and feedback to all SABFS staff on all Employee relations matters ensuring compliance and adherence to current SA Legislation, SABFS Policies and procedures.
- b. Attend to SABFS staff complaints and work to resolve conflicts.

- c. Facilitate informal grievances.
- d. Facilitate disciplinary warnings & hearings.
- e. Facilitate CCMA matters.

4. Payroll, Compensation & Benefits

- a. Ensure Payroll Software compliance.
- b. Prepare and capture monthly workflow to ensure all payroll transactions are processed accurately and timeous.
- c. Reconcile payroll as per payroll calendar and validate reports.
- d. Process accurate monthly and timely year-end reporting.
- e. Prepare ad hoc financial and operational reporting as needed.
- f. Load import files monthly and send to Finance Department for processing.
- g. Upload payslips / IRP 5's to ESS.
- h. Communicate to all staff on payroll, compensation & benefits matters.
- i. Generate UIF documentation for all UIF Benefits to SABFS staff.
- j. Resolve any monthly payroll queries.
- k. Facilitate Employee Benefits: Risk, Housing, Medical, Pension, Long service recognition & Performance bonuses.
- l. Provide support to all staff for the delivery of the SABFS benefits.
- m. Liaise with respective Service Providers.
- n. Recommend and advise on benefit enhancements and/or changes to the HR & Auxiliary Services Manager.
- o. Ensure compliance and adherence with the implementation of Compensation & Benefits in accordance with SABFS policies and pay practices.

5. Compliance & Report writing

- a. Develop, implement and maintain HR Policies and SOPs within the SABFS.
- b. Serve on the Policy, OHS, Social committees.
- c. Compile and consistently update SABFS HR data Management.
- d. Prepare monthly HR reports.
- e. Check monthly time & attendance reports and ensure compliance and adherence of the Leave of absence policy within the SABFS.
- f. Prepare quarterly HR reports.
- g. Prepare annual HR reports.
- h. Attend to annual external audit sampling.
- i. Provide Ad-hoc reporting as and when required.

6. Procurement

- a. Monitor HR budget.
- b. Prepare needs, request, and payment request memos for all HR and/or other related procurement on a daily, weekly, monthly bases.

- c. Liaise with Finance department on the progress of needs, request, and payment memos for all HR and/other related procurement on a daily, weekly, monthly bases.

KNOWLEDGE, SKILLS AND ABILITIES

- a. Excellent communication Skills (oral and written);
- b. Strong Organizational Skills;
- c. Good Interpersonal skills;
- d. Sound knowledge of the Basic Conditions of Employment Act, Public Service Act; Labour Relations Act, Skills Development Act, Employment Equity Act, Compensation of Injuries and Diseases Act;
- e. Computer literate (Ms office)
- f. SAGE VIP Payroll experience

QUALIFICATIONS & EXPERIENCE

- Appropriate Tertiary Qualification (B Degree or equivalent) in HR Management
- Minimum of 5 years' experience in Human Resources Administration
- Minimum of 2 years' experience in a supervisory / team leader role
- Valid driver's licence.

NOTE: Communication will be limited to shortlisted candidates. The preferred candidate(s) will be subjected to a competency assessment, security clearance and qualification verification.

APPLICATION PROCESS

- ❖ A Curriculum Vitae, certified copies of ID and qualifications should be submitted at the following link <https://forms.gle/k3t18CZ9AHZpvJhu8>
- ❖ Closing date for all applications – **13 June 2025**
- ❖ Full job description on the website from <http://www.sheriffs.org.za/vacancies>

NOTE: The South African Board for Sheriffs encourages applications from people with Disabilities.