

VACANCY: Senior Human Resources Practitioner: Organisation and Development (P8)

Name of Applicant:
(Fill in your name)

This section has to be completed for each CV submitted	Yes/No	How many years experience
Minimum Qualifications		
• 3 Year Tertiary Qualification: Humanities preferably		
• Intermediate level of proficiency relating to the MS Office Suite (in particular MS Word, MS Excel and MS PowerPoint).		
Minimum experience		
• 4 Years experience as a general HR practitioner.		
• 2 Years practical experience of HR systems and software.		
• 2 Years practical experience of OD practices/interventions		
	Level of Competency ¹	Years experience
• Basic level understanding of budgeting and cost control		
• Basic level understanding of strategic objectives		
• Basic level Mentorship & Coaching Skills		
• Intermediate level understanding of HR business processes and procedures		
• Intermediate level knowledge and understanding of relevant legislation		
• Intermediate level supervisory skills		
• Intermediate level interpersonal skills		
• Intermediate level planning and organising skills		
• Intermediate level problem-solving skills		
• Intermediate level conflict management skills		
• Intermediate level decision making judgement skills		
• Intermediate level negotiation skills		
• Advanced level knowledge of HR principles, processes and procedures		
• Advanced level administration skills		
• Advanced level communication skills		
• Detail-oriented		
• Proactive		
• Tenacity		
• Autonomy/independence		
• Assertive		
• Decisiveness		
• Initiating action		
• Maintaining high work standards		

¹ Description of levels of competency

Basic	Some awareness, no or very limited detailed training, and no or very limited appreciable experience
Intermediate	Had some training, performed tasks under supervised conditions, limited independent experience.
Advanced (Semi-professional)	Detailed training, performed tasks independently without direct oversight, may have extensive experience in some, but not all tasks, and possesses applicable industry-standard certifications or license. [The term "Semi-professional" relates to Peromnes Job Evaluation system]
Expert (Professional)	Design and synthesis-level knowledge, trains or educates others, extensive experience in performing all key tasks. [The term "Professional" relates to the Peromnes Job Evaluation system]