

Job Specification - Human Resources Officer

Main Purpose of the Role

The Human Resources Officer will be responsible for providing Human Capital support for Lesana.

Key Deliverables of the Human Resources Officer

1. Recruitment and Selection:

- a. Ensure that new positions created are adequately budgeted for.
- b. Assist with preparation of job specifications, as and when required.
- c. Advertise vacancies, both internally and externally, as and when required.
- d. Receive and screen applications against minimum criteria from the job specification to determine suitability
- e. Retain all applications on file as a pool of potentially suitable candidates from which judicious selection can be made to fill vacancies.
- f. Assist with administrative matters pertaining to the interview process.
- g. Obtain due diligence documentation for successful candidates.
- h. Assist with preparation of required headcount and REMCO motivations.
- i. Decline unsuccessful candidates.
- j. Maintain records for statistical purposes.
- k. Ensure that vacancies are filled timeously.

2. Staff Onboarding:

- a. Ensure that new staff joining the company complete the relevant new employee onboarding and statutory documentation.
- b. Ensure that all documentation relating to the recruitment procedure is forwarded to Johannesburg for record keeping and filing purposes.

3. Training and Development:

- a. Ensure that all staff are appropriately trained to undertake their functions.
- b. Ensure that all staff are trained on Lesana Human Resource Policies & Procedures and Codes of Conduct.

4. Performance Management:

- a. In conjunction with the business unit managers, ensure that all staff have Key Performance Indicators (“KPIs”) and that performance reviews are conducted timeously.
- b. Advise on disciplinary and employee performance issues.
- c. Handle administrative matters pertaining to disciplinary hearings.
- d. Undertake salary benchmarking, job evaluation and grading, as and when required.

5. Payroll Management:

- a. Undertake monthly payroll preparation.
- b. Process weekly and monthly payroll changes.
- c. Process new appointments, terminations, promotions and salary adjustments monthly.
- d. Ensure that changes to personal information relating to staff is communicated accordingly.
- e. Adhere to payroll calendars and deadlines.

6. Staff Welfare: Focus on looking after the health, safety and welfare of employees.

7. Staff Offboarding:

- a. Manage staff resignations.
 - b. Manage the local off-boarding process in line with the exit procedure.
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- c. Ensure that all documentation relating to the exit procedure is forwarded to Johannesburg for record keeping and filing purposes.
8. Process staff loan applications.
9. Effectively administer Leave and Maternity Applications.
10. Maintain and develop Lesana corporate culture, values and reputation in the market.
11. Manage employer/employee relationships.
12. Records management - ensure storage of all employee related documentation, destruction where required and management of files stored offsite.
13. Maintain suitable and adequate documentation of all work performed, with appropriate security and confidentiality safeguards.
13. Provide general day-to-day human resources administration.

Reporting Structure

The Human Resources Officer will report to the Chief Executive Officer.

The Candidate

We seek the following in our desired candidate:

Qualification Requirement

1. A relevant tertiary qualification is essential.
2. A Bachelors' Degree in Human Resource Management will be advantageous.

Experience / Background Preference

1. The company will only look at candidates who have no less than three years relevant, working experience.
2. An understanding of local labour legislation is essential.
3. Knowledge of local regulations pertaining to Micro-Finance Institutions will be highly advantageous.
4. An understanding of payroll processes will be advantageous.
5. Basic knowledge of payroll related legislation, Medical Aid and Pension Fund Regulations will be advantageous.
6. Microsoft Excel - Intermediate Level.
7. A strong command of English, both written and verbal, is a requirement of the job.

Key Competencies

The successful candidate will need to demonstrate the following:

1. Very strong administrative skills.
2. A very strong work ethic.
3. Excellent interpersonal skills.
4. Excellent written and verbal communication skills.
5. Ability to communicate efficiently and effectively on all levels.
6. Ability to work well in a team environment.
7. Ability to maintain a very high level of confidentiality.
8. Analytical and problem-solving skills.
9. Effective organisational skills.
10. Able to multitask while effectively managing timelines.
11. Must be able to work under pressure and meet tight deadlines in a fast-paced environment.
12. Very strict attention to detail.
13. A very structured, organized and methodical manner of working.
14. Diplomacy and the ability to deal with situations that are stressful to others.

Location

The position is based at our Head Office located at Unit 3, Alliance Park, 4 Bowker Road, Maseru.

Compensation

An annual cost to company remuneration package, which will be commensurate with the technical skills and experience of the successful candidate.

Please forward applications clearly stating “application for Human Resources Officer role” to careers@lesana.co.ls

If you do not hear from us within two weeks, please consider your application for this particular vacancy unsuccessful. In this instance, please be assured that we shall retain your application and will be in touch should a suitable opportunity arise in the future.