



South African Football governing body, SAFA , a member of world Football governing body FIFA , is committed to the creation of a non-racial, non-sexist and non-discriminatory world football arena and subscribes to “fair play”. SAFA , an equal opportunities employer who takes pride in its human resources, has an opening for a:

Human Resources Manager

Reports to Chief Financial Officer

Job Status Permanent

Job Purpose The purpose of this position is to lead and direct the routine functions of the Human Resources (HR) department

Grading Band 7

Remuneration R425 595 – R553 274 (Cost to Company package applies)

Occupational Level Skilled Senior

Minimum Educational Requirements University Degree or 3-year Diploma in HR Management or related field

Experience 3 - 5 Years

Core Competencies Communication (written & verbal), Leadership, Conflict Management, Negotiation, Organisational, Professionalism, Confidentiality, Ability to work independently, Labour Relations, Problem Solving, Trustworthy

Key Outputs

- Manage the complete process of the recruitment, selection and placement of staff to fill vacant positions.
- Develop and initiate training and orientation plans for new starters.
- Report on the cost of HR and current/future recruitment needs/demand.
- Handle labour disputes and remedy any issues that employees might have.
- Manage risk by being compliant with South African labour laws and recommendations.
- Stay abreast of all labour legislation and evolving needs of the employer and its employees.
- To some extent, be involved with payroll, pension fund and medical aid enquiries.
- Promote a healthy working environment for the SAFA staff and management, and continually motivate staff members to reach planned aims through exceptional performance levels.
- Collect and analyse employee data via internal surveys to measure employer satisfaction and develop talent retention strategies.
- Manage and maintain an effective performance management system to develop and enhance the performance of individuals, teams and departments, thus contributing to the performance of the organisation.

- Assist with the development and/or updating of the Association's HR policies.
- Communicate the formulated SAFA policies with the staff and ensure adherence thereto.
- Confirm and formalise the approved delegated responsibilities through job descriptions.
- Identify opportunities for staff development and growth, taking organisational and client needs into account, and expose staff members to these opportunities.
- Establish and maintain vertical and horizontal communication systems and channels to ensure the effective flow of relevant information.
- Manages SAFA's leave system and ensures the accurate recording of staff leave through constant communication with staff.
- Handle employment relations issues such as grievances.
- Managing talent pools and succession plans to ensure the Association can continue to operate in the future.
- Supervision of staff

Knowledge & Skills

- Knowledge of HR systems and databases
- In-depth knowledge of labour law and HR best practices
- Excellent communicator to all levels of management in the Association
- A successful negotiator and influencer
- Excellent active listening and presentation skills
- Competence to build and effectively manage interpersonal relationships at all levels of the Association
- Good at keeping the peace and manage conflict in the Association
- Must be well-organised and have excellent time-management skills
- Handle highly confidential information in an honest and trustworthy way

Forward you're Cover Letter and a comprehensive CV for the attention of:

Mr Gronie Hluyo via e-mail to: safahr@safa.net

Closing date: 12 July 2024

All applications will be treated in strict confidence

No application will be considered after the closing date, or if it does not comply with at least the minimum requirements