



GreenCape Job Opportunity

HR Officer

Join GreenCape in shaping the green economy and sustainability in South Africa and beyond. GreenCape is seeking an experienced HR Officer to support the Head: Human Resources in the full employee lifecycle. This role requires someone who has solid experience in two or more employee lifecycle functions (e.g. performance management, succession planning or learning and development).

About GreenCape

GreenCape is a non-profit organisation that supports the development of the green economy – one that is low carbon, resource efficient and socially inclusive. We assist green technology businesses and investors focusing on green technologies and services to remove barriers to investment and growth.

Our Ambition

GreenCape’s aims to be globally relevant in driving the uptake of green economy infrastructure solutions in the developing world context. For more details on GreenCape, visit www.greencape.co.za

Job Details

Job Title	HR Officer
Qualification/Education	<ul style="list-style-type: none"> Degree in Human Resource Management or Industrial Psychology Relevant post graduate qualification advantageous
Knowledge and Experience	<ul style="list-style-type: none"> 3-5 years’ relevant experience Experience in learning and development, including scheduling, monitoring, assessing training needs, and evaluating training effectiveness. Experience with HR data compilation and analysis, with advanced Excel skills preferred. Experience with statutory reporting (WSP & ART, Employment Equity). Implementation of recruitment processes to attract and retain qualified candidates. Managing the end-to-end on boarding and off boarding processes. Experience with LaborNet modules (e.g., payroll, leave) and HRIS maintenance, as well as employee data tracking. Experience in supporting and coordinating wellness activities. Knowledge of performance management processes and ability to extract insights from data for continuous improvement.
Competencies and Skills	<ul style="list-style-type: none"> Demonstrable experience in creating an enabling environment for personal development (including the associated systems for career planning, performance management and training).

GreenCape Sector Development Agency

2nd Floor, Aria North Wharf, 42 Hans Strijdom Ave, Foreshore, Cape Town, 8001

+27 21 811 0250 | info@green-cape.co.za | www.green-cape.co.za

Company Registration No. 2012/039750/08

Refer to the GreenCape website for director details

	<ul style="list-style-type: none"> • Ability to confidently initiate and foster productive, professional relationships • Integrity and ability to build and maintain trust. • Strong problem solving skills and decision making ability. • Advanced MS Excel Skills preferred • Working knowledge of payroll software, preferably LaborNet, for processing payroll and managing employee data • Familiarity with the EWSETA Portal, specifically for managing WSP (Workplace Skills Plan) and ART (Annual Training Report) submissions. • Experience with the Department of Labour (DOL) Employment Equity (EE) Reporting System
Remuneration	<ul style="list-style-type: none"> • Basic salary and contribution towards medical benefits
Location	<ul style="list-style-type: none"> • Cape Town CBD
Term	<ul style="list-style-type: none"> • End date – 31 March 2028

Focus Area	Description of Duties (What)	Performance Standard (How)
Recruitment & Onboarding	<ul style="list-style-type: none"> • Manage the recruitment process and oversee smooth on boarding for new hires. 	<ul style="list-style-type: none"> • Ensure effective and timely recruitment, filling vacancies with qualified candidates. Oversee on boarding, ensuring all necessary documentation is completed and employees are properly integrated.
Learning & Development & Performance Management	<ul style="list-style-type: none"> • Support performance management processes, including reviews and identifying learning and development needs. • Coordinate employee development initiatives, and succession planning. • Handling employee matter, including coaching, counselling and conflict resolution whilst providing guidance to employees and managers in accordance with the company policies. 	<ul style="list-style-type: none"> • Ensure performance reviews are completed on time and assist with identifying development needs. • Create learning and development plans aligned with succession planning, and track the effectiveness of training programs
Wellness Activities	<ul style="list-style-type: none"> • Coordinate wellness programs to promote employee health and engagement. • Understanding of diversity, equity, and inclusion initiatives and supporting the development of a diverse and inclusive workplace 	<ul style="list-style-type: none"> • Plan and execute wellness initiatives, tracking participation and implementing interventions to enhance satisfaction levels
HR Data, Reporting & Administration	<ul style="list-style-type: none"> • Collect, analyse, and report on HR data, while managing HR documentation and ensuring compliance with statutory requirements. This includes managing the full employee lifecycle documentation. • Manage HRIS and LaborNet systems, ensuring accurate data management and compliance with labor laws. 	<ul style="list-style-type: none"> • Ensure accurate maintenance of HRIS and LaborNet systems which enables accurate HR and timely submission of statutory reports (e.g., WSP & ART, Employment Equity) and availability of data for BBEEE/ organisational audits.

Contract length and remuneration

We offer a competitive remuneration package, along with opportunities for continuous professional growth, exposure to international best practices, and a collaborative work environment.

This is a full-time contract position, until **31 March 2028**. There will be a three-month probation period for this position.

Remuneration will be market-related, with the recognition that GreenCape is a not-for-profit organisation. A medical aid contribution is offered as an employee benefit and included in the package offered.

Applications must include:

- Please upload a short video clip (maximum 2 minutes, maximum file size 1GB) answering the following:
 - What do you feel you bring to this role that would make you a preferred candidate?
 - Highlight any relevant achievements that support your qualifications for this position.
- A detailed CV
- Copies of academic transcripts and proof of qualifications
- Proof of eligibility to work in South Africa (copy of SA ID or Valid work permit)

You can complete the application form by accessing this link (you can copy and paste the link into your browser as well)

<https://forms.gle/hDwhgWQGsc6Tyrbe7>

Queries can be submitted via email to Human Resources at jobs@green-cape.co.za.

Only candidates who are shortlisted for interviews will be contacted. We will be interviewing candidates as applications are received and reserve the right to make an appointment prior to the closing date or extend the closing date should a suitable candidate not be found. The closing date for applications is **31 January 2025**. Should you not hear back from the company by **28 February 2025**, please consider your application unsuccessful.

Note that GreenCape gives preference to suitably qualified internal candidates first and reserves the right to not appoint to positions and to change the role in response to applicant abilities and interests. Preference will be given to designated groups and people with disabilities. All appointments will be done factoring in our Employment Equity Plan.