

<b>ACTOM</b>  <b>HIGH VOLTAGE EQUIPMENT</b>	SUBJECT	DOCUMENT No. JD106
	<b>ACTIVITY PROFILE:</b> <b>Human Capital OFFICER</b>	REVISION No. 01
		WRITTEN BY: SK
		APPROVED AND DATED 23/08/2024

### 1.0 SCOPE

All functions, duties and responsibilities of the **Human Capital Officer**.

### 2.0 PURPOSE

Is responsible for implementing HC/HR policies, procedures supporting recruitment and selection processes and employees' relations. The role requires a strong interpersonal skills attention to detail and commitment to fostering a positive workplace culture.

### 3.0 POSITION

Human Capital Officer

### 4.0 DEPARTMENT

Human Capital

### 5.0 RESPONSIBLE TO

Reports to the Human Capital Manager, High Voltage Equipment.

### 6.0 ORGANOGRAM

Yes

### 7.0 QUALIFICATIONS & EXPERIENCE

- Diploma in Human Resources Management / Degree in Social sciences/Industrial Psychology
- Computer literate using office packages (Ms word, Ms Excel, MS Projects)
- Sage 300 people
- Conduct any reasonable tasks as and when required
- 3 – 5 years' time and attendance experience
- 3 – 5 years HR related experience in the manufacturing industry

### 8.0 AUTHORITY

None

### 9.0. KEY PERFORMANCE INDICATORS

#### 9.1. Recruitment and Selection

- Assist in developing wages job description and specification
- Post job openings on various platforms and manage the application process (wages)
- Screen resumes and conduct initial interview (wages)

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- Coordinate and participate in the selection process

### 9.2. Employee Onboarding (wages)

- Organize and facilitate pre-medicals at the Knights clinic
- Organize and facilitate new employees orientation and induction programmes
- Ensure all necessary documentation is completed for new hires
- Submit all documents to the payroll department for employee loading

### 9.3. Employee Relations

- Act as a point of contact for employees queries and concerns
- Support conflict resolution and address workplace issues
- Promote positive work environment and employee engagement initiative

### 9.4. Learning and Development

- Training Administration (Statutory and External)
- Booking employees on different training (Statutory and External)
- Coordinate Learnership, Abet and Apprenticeship programs
- Responsible for workplace skills submission to MERSETA as a secondary SDF
- Ensure that training records are maintained for audits (Internal and External)
- Update training matrixes for technical employees quarterly

### 9.5. Reporting

- Prepare monthly reports on training, recruitment, termination, promotions, absenteeism and Employment stats progress

### 9.6. Industrial Relations

- Sit in as an HR Representative in disciplinary enquiry
- Minutes taking in any union relate meeting
- Shop stewards' monthly meetings
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### 9.7. General

- Assist on BEE queries
- Preparation of long service awards ceremonies
- Attend EE committee meetings
- Weekly and monthly Time and attendance
- General HR Administration
- Adhoc reasonable duties as and when requested by the designated Line Manager

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**10.0 SHERQ MANAGEMENT (ISO9001, ISO14001, ISO45001)**

- Responsible for adhering to the requirements of abovementioned systems as directed by the SHEQ Management System (which includes relevant legislation, Policies, Procedures, Work Instructions, specifications, etc.)
- Ensure that Quality Assurance is confirmed to in every aspect, especially in the area of documentation control.
- Ensures compliance with all standards for Safety, Environmental, Work Procedures and Quality
- Assurance and Quality Control systems as adopted by the High Voltage Division.

**Accepted by:**

**Authorised by:**