



**VACANCY: HR COORDINATOR  
(THREE-YEAR FIXED-TERM CONTRACT)**

**Position Title:** HR Coordinator  
**Duration:** Three Year Contract  
**Location:** Stellenbosch

**Qualification:**

HR related Degree / Diploma

**Experience, Knowledge and Skills:**

**Experience:**

- Ideally 8+ years in an HR Coordinator role in a medium-sized organisation
- Exposure to the full HR function – organisational development support, talent management processes, change, payroll administration

**Knowledge:**

- Full understanding of HR functions and best practices
- Process development and systems application
- Sound understanding of regulation and compliance
- Payroll system (VIP Sage)

**Skills:**

- Support and maintain an effective HR department
- Ability to manage activities in line with relevant project management principles
- Leadership capability to learn, develop and grow
- Continuously look for ways to improve and innovate
- Coordinate efficiently all HR activities
- Written communication skills for correspondence, reports and HR content
- Oral communication skills to engage with leaders, staff, and external parties
- Respond to the needs of a diverse group of employees
- Results-focused and deadline-oriented
- Relationship management for building and maintaining trust
- Reflect the values and culture at Peace Parks Foundation

Technologically astute - HRIS, industry standard HR software, payroll tools, Microsoft Office

**Job Purpose:**

Focused on the delivering and maintaining effectiveness within HR for the organisation both administratively and operationally through coordination of functions, and in a supportive capacity to the HR Manager.

**Key Performance Areas:**

- Coordinate all operational and administrative HR functions
- Deliver a positive employee experience
- Provide HR support to business leaders

- Work closely and in partnership with the HR Manager to provide insight to process, practice, systems, and strategic alignment
- Interact with staff, management and external parties and respond to HR related enquiries or requests
- Help develop and service the full talent management cycle to deliver an effective employee experience
- Maintain efficient data/filing systems including both hard and digital copies of employees' records
- Assist with enhancing the performance management and incentive processes
- Coordinate the recruitment process by identifying candidates, performing assessments and checks, issuing employment contracts, and onboarding
- Schedule meetings, interviews, HR events and maintain agendas
- Coordinate training sessions and seminars
- Perform orientations and update records of new staff
- Administer employee health and welfare plans
- Implement HR plans related to programs and services
- Produce and submit reports on general HR activity and statutory requirements
- Administer payroll and resolve benefits-related issues

Interested candidates are invited to submit a cover letter detailing their interest in and suitability for the position, as well as a Curriculum Vitae, with full address, telephone number, email address and contact details of three references. These should be submitted by **10 June 2019**.

A competitive salary package will be negotiated, based on qualifications and experience.

Applications should be submitted to:

Mrs Dyan Lee

Human Resources Manager

Peace Parks Foundation

11 Termo Road, Techno Park

P.O. Box 12743, Die Boord, Stellenbosch, 7613

Email: [dlee@peaceparks.org](mailto:dlee@peaceparks.org)

**SHORTLISTED CANDIDATES** will be contacted to attend an interview.