

The Luthuli Museum based in Groutville, KwaDukuza, KwaZulu-Natal seeks to appoint suitably qualified candidate for a permanent position of **HR Practitioner** to provide human resources functions for the organisation.

HUMAN RESOURCES PRACTITIONER (Permanent position) Ref. 01/2025/HRP

Salary Range: R384 042,89 – R403 245,02

- A. **Job Purpose:** To provide human resources management function to the Museum.
- B. **Key Performance Areas:** Training and development; Recruitment and selection; Compensation and benefits; Legislative compliance; Policy development; Employee relations; Human resources planning and Performance management.
- C. **Requirements:** 3 Year National Diploma or B Degree in Human Resource Management / Human Resource Development / Industrial Relations or equivalent qualification; 3 – 5 Years' experience as a Human Resource Generalists or Practitioner / Administrator; Experience in SAGE HR Packages is advantageous; Valid unendorsed drivers' license and willingness to travel.
- D. **Knowledge and skills:** Knowledge of HRM Principles and legislation (BCEA; LRA; EEA; PFMA; OHS); HR Administration; HR Risk Management; Organizational performance; Report writing, Problem solving; Computer literacy; Labour relations; Conflict management.
- E. **Behavioral competencies:** Planning and organizing; Confidentiality and ethical conduct; Management of deadlines; Stress tolerance; Attention to detail; Teamwork; Ability to comply with rules and regulations; Effective communication.

Applications should be emailed to: recruitment@luthulimuseum.org.za .

For inquiries: **Mr J Ncwane** **Tel. 032 559 8147**

The Luthuli Museum reserves the right not to make an appointment.

The Luthuli Museum is an equal opportunity organization whose aim is to promote representivity in all levels of occupational categories in the institution.

The closing date for submission of applications: **17 April 2025**

Please send a covering letter with your application stating the position you are applying for, a detailed resume with a list of traceable references and certified copies of all qualifications. Appointment is subject to the verification of educational qualifications, previous experience, reference checks and security vetting. Only shortlisted candidates will be contacted. If you do not receive a reply within four (4) weeks of the closing date, please consider your application unsuccessful. By applying for this position, you give the Museum consent to process your personal information as part of the recruitment process and as detailed in the Protection of Personal Information Act, Act 4 of 2013 (POPIA)