



## Human Resource Officer Vacancy

### **PURPOSE OF THE POSITION:**

The Endangered Wildlife Trust is one of the largest biodiversity conservation NPO's in southern Africa. Its work is supported through the Human Resources Department (HR) which provides human resource support to all EWT programs and projects. The Human Resource Officer will be responsible for aiding the Human Resource Manager in achieving the Human Resource Department's overall goals. The HR Officer is responsible for providing support and guidance to management and employees on a variety of HR-related matters.

### **Responsibilities and tasks:**

#### **Strategy & Planning**

- Support the implementation of the HR operational plan, departmental objectives, and workforce planning initiatives, including recruitment tracking, talent pipelines, and succession planning for critical roles.
- Coordinate end-to-end recruitment processes; maintain hiring trackers, vacancy status updates, and analyse key metrics such as time-to-fill, quality-of-hire, and source effectiveness.
- Assist with the implementation and monitoring of the Employment Equity Plan, BBBEE Skills Development initiatives (learnerships, internships, bursaries), WSPs, and ATRs.
- Support the implementation of EWT's Diversity, Equity, Inclusion, and Transformation strategy across the organisation.
- Assist with analysing workforce demographic trends and identify transformation gaps, barriers to inclusivity, and representation risks.
- Identify organisational training and development needs; support employee wellness, engagement, and retention initiatives aligned to HR strategy.
- Coordinate performance management cycles and ensure adherence to timelines across the organisation.
- Prepare and present HR reports and analytics covering turnover, recruitment, training, leave, and EE data to inform management decision-making.

#### **Administration**

- Maintain accurate, audit-ready employee records, HR databases, and documentation, ensuring full compliance with POPIA and confidentiality requirements.
- Coordinate onboarding, induction, employment contracts, and all employee change documentation for new and existing staff.
- Coordinate offboarding processes, including conducting exit interviews with employees.
- Process payroll inputs, administer employee benefits (medical aid, retirement funds), and maintain accurate leave records and monthly reconciliations.

- Maintain all training records, EE, BBBEE, and skills development documentation for reporting and verification purposes; track probation periods, fixed-term contracts, and performance review deadlines.
- Coordinate DEI-related awareness campaigns, events, workshops, and communication initiatives.
- Maintain records of transformation interventions, employee engagement feedback, and culture initiatives.
- Prepare and publish job advertisements; conduct longlisting, shortlisting, and screening against minimum requirements and competency criteria.
- Coordinate all interview logistics, scheduling, panel coordination, interview packs, interviews, scoring sheets, and candidate communication, and conduct reference, qualification, and pre-employment checks.
- Maintain recruitment databases, candidate tracking systems, and all interview documentation; ensure timely communication with unsuccessful and successful candidates.
- Serve as first point of contact for HR queries; provide first-line advice on policies, procedures, leave, and employee processes, escalating complex matters to the HR Manager as required.
- Maintain accurate records of employee relations matters, grievance and disciplinary documentation, and query resolution turnaround times.
- Maintain all allocated assets and equipment; adhere to EWT policies, code of conduct, and code of ethics; participate in EWT meetings.

### **Governance**

- Coordinate Employment Equity Committee meetings, support annual EE report submissions, and ensure WSP and ATR submissions are completed accurately within statutory deadlines.
- Maintain all supporting documentation required for audits, labour inspections, and BBBEE verification; support audit preparation and resolution of HR audit findings.
- Ensure payroll administration, recruitment practices, and appointment processes align with relevant legislation, Employment Equity requirements, and internal controls.
- Coordinate and support grievance and disciplinary processes end-to-end, including receiving, documenting, and tracking matters; scheduling hearings; preparing case documentation; and ensuring resolution within agreed timelines.
- Conduct or assist with employee relations investigations, ensuring procedural and substantive fairness, confidentiality, and neutrality throughout.
- Monitor trends in grievances and employee relations matters; escalate recurring issues and provide guidance to line managers on conduct, incapacity, absenteeism, and workplace conflict.

### **Innovation and Efficiency**

- Develop and maintain HR tracking tools, dashboards, reporting templates, and standardised recruitment guides to improve accuracy, turnaround times, and service delivery standards.
- Conduct employee climate or inclusion surveys and analyse trends relating to organisational culture, inclusivity, belonging, and employee experience.

- Recommend practical initiatives to improve inclusivity, accessibility, employee engagement, and workplace culture.
- Develop awareness resources and educational material relating to diversity, inclusion, unconscious bias, and respectful workplace practices.
- Analyse HR data and trends to identify operational improvement opportunities; monitor recurring issues and recommend practical process enhancements to the HR Manager.
- Support the implementation of self-service resources, FAQ guides, and improved onboarding and induction processes to enhance the employee experience and reduce repetitive query volumes.

### **Stakeholder Engagement**

- Serve as a trusted first point of contact for HR support, providing professional, timely, and solution-focused guidance to employees and line managers on policies, procedures, and HR processes.
- Build and maintain strong working relationships with internal stakeholders; support managers throughout recruitment, performance management, employee relations, and disciplinary processes, including guidance on best practices and candidate selection.
- Facilitate effective communication of HR policies, onboarding and induction sessions, and HR-related training and awareness sessions to employees and managers.
- Liaise professionally with external stakeholders including service providers, training providers, payroll stakeholders, SETAs, and recruitment agencies where required.
- Collaborate with internal and external stakeholders to promote transformation, accessibility, and inclusive workplace initiatives.
- Support employee wellness, engagement, and organisational change initiatives; promote a positive employee and candidate experience through empathetic, confidential, and ethically sound HR service delivery.

### **Qualifications, competencies and interpersonal skills**

The minimum qualifications, competence and skills for this position will include:

- Diploma or Degree in Human Resources Management, Industrial Psychology, or related field.
- Minimum 3-5 years' HR Generalist or HR Officer experience.
- Minimum 2-3 years' experience in Diversity, Equity and Inclusion (DEI), Employment Equity, Transformation, or organisational culture initiatives.
- Experience facilitating transformation, inclusivity, or employee engagement initiatives will be advantageous.
- Experience in recruitment and selection, payroll administration, employee relations, and HR compliance is a must.
- Experience with BBBEE Skills Development, and training administration is a must.
- Excellent verbal and written communication skills,
- Experience in using Microsoft Office programmes such as Word, Outlook, Excel, and Teams
- Knowledge of South African labour legislation.
- Knowledge of HR systems and payroll administration.
- Knowledge of transformation practices, and inclusive HR methodologies.
- Knowledge of Employment Equity, BBBEE, WSP/ATR, and HR reporting requirements.

**The desired candidate should:**

- Self-motivated, with strong people skills and an approachable manner.
- Disciplined, innovative, and energetic.
- Good conflict management and negotiation skills within his/her scope.
- Be an exceptionally organised and competent person with a passion for conservation.
- Have a desire to learn and grow as an individual
- Have good interpersonal skills and an approachable manner
- Be adaptable and flexible application of skills in the working environment
- Have the ability to work both as a team member and independently
- Strong administrative and organisational skills.
- Attention to detail and accuracy.
- Ability to maintain confidentiality.
- Problem-solving and conflict resolution skills.
- Strong stakeholder engagement and customer service orientation.
- Proficiency in Microsoft Office and HR systems.

**Level of decision-making, including limitations:**

This position falls under the \_C\_ band in the EWT chosen grading system. The incumbent operates within company policy, subject to support by a dedicated line manager. Consequences of failure will impact internally and externally. Implements strategy within the program under the guidance of the Human Resource Manager.

Jobs in this grade are characterized by responsibility for a relatively complex body of either program/project work or significant operational areas where the organization relies on the judgment of the incumbent. The work is subject to supervision, but the incumbent may supervise internships. Incumbents in this grade contribute to the organization's strategic understanding of their area of expertise. Consequences of failure will impact internally and, on the organization's, external credibility.

**Why work for us?**

By working for one of the most effective conservation, NGOs in the region, working for the EWT offers the opportunity for growth, personal satisfaction, and fulfilment. We are a highly congenial organisation focusing on staff empowerment, individual development, and building strong relationships. This position is based at the EWT head office in Midrand, Johannesburg. In line with EWT policies, we offer flexible working hours and arrangements, competitive salary and benefits (in line with our sector), and a chance to be part of a strong team of committed conservationists.

Applicants are requested to submit a CV and a detailed cover letter motivation as to how and why they would be the best possible candidate for this position. Only shortlisted candidates will be contacted within 20 days of the closing date. The EWT reserves the right not to make an appointment. All applications will be treated in the strictest confidence. **Closing date for applications 30 June 2026.** To apply please e-mail your CV to [Application link](#). Applicants who will not have heard from the Endangered Wildlife Trust **by 13 July 2026**, should consider their application unsuccessful.