

DEMOCRACY WORKS FOUNDATION VACANCY

Position: Human Resources and Operations Manager

Location: Johannesburg

Start date: 01 May 2018, or as soon as possible

Contract type: Fixed term

Democracy Works Foundation is an organisation committed to empowering citizens with the tools to make democracy work. DWF analyses the health of democracy and implements innovative interventions and technologies in order to foster inclusive development through a deepening of democratic culture and capacity whilst ensuring sustainability and independence of its operations.

Democracy Works Foundation (DWF) is now seeking applications from candidates for the Human Resources and Operations Manager role to be based in the Johannesburg office. The successful candidate will join a diverse, high functioning team working on various donor funded programs.

Position Summary

The Human Resources/Operations Manager will develop and administer all human resource initiatives and provide HR support to all departments. He/she will also be responsible for the office and operations management of the organization.

By developing and implementing various systems and maintaining positive relationships with vendors, clients, and internal staff, the Human Resources/Operations Manager will help Democracy Works Foundation (DWF) to function effectively and efficiently.

This is a fixed term contract until the end of the project in September 2020.

If you believe that you are the right candidate for this role, then send in your application before **C.O.B. 02 April 2018** to recruitment@democracyworks.org.za and specify the position title in the subject line of your email. Applications must consist of a one-page application letter and a CV.

Duties and responsibilities (may include, but are not limited to)

Human Resources

- Research, implement and administer all company benefit plans.
- Maintain all personnel policies and procedures and provide guidance and interpretation to staff.
- Maintain in-depth knowledge of legal requirements related to HR, reducing legal risks and ensuring regulatory compliance.

- Maintain knowledge of industry trends and make recommendations to Management Team and Board of Directors for improvement of organization's policies, procedures and practices on personnel matters.
- Employee Relations: Point person for all staff regarding HR matters.
- Conduct full-cycle recruitment of new employees, including placing advertisements, developing contacts with recruiting sources, interviewing, consulting with internal hiring managers and managing orientation and onboarding process.
- Consult with line management providing HR guidance when appropriate.
- Manage staff training/development program.
- Identify and work with external HR consultants and attorneys on special projects as needed.
- Maintain all personnel files.
- Oversee performance evaluation procedures.

Operations Systems Development and Management

- Manage and oversee office services functions including office equipment, supplies and vendors.
- Supervise Office Assistant and HR/Administration Officers as hired
- Update and maintain operations manuals.
- Manage senior team's travel and logistics as required and ensuring that travel policy is followed
- Play leading role in office space management, including the anticipation of office space needs and managing office moves.
- Maintain current professional insurance policies and act as point person for insurance certificate requests from staff, vendors and clients.
- Serve as purchasing agent for organization.
- Communicate with real estate advisors, brokers and building management regarding lease negotiations.
- Oversee DWF's IT requirements and ensure effective IT and ITC systems are in place to serve the organization including maintenance of these systems

Qualifications & Experience

- BA degree in Human Resources or related field.
- Minimum of 10 years' experience in a Human Resources Generalist capacity.
- Minimum of 5 years' experience in Office Management or Operations Management.
- Working knowledge of MS Office
- Accounting software knowledge a plus.
- Strong written and verbal communications skills.
- Ability to present to Senior Management team and Board of Directors.
- Strong interpersonal skills and adept at employee relations including conflict resolution.
- Client focused, customer service disposition.
- Demonstrated ability to prioritize multiple projects simultaneously and exercise confidentiality.

- Highly organized and self-motivated.
- Demonstrated commitment to working with a diverse staff.
- Non-profit and/or human services background desirable but not required.
- Knowledge of payroll software, a plus.

Other skills and behaviours

- Strong interpersonal, oral and written communication and analytical skills
- International NGO management experience a plus
- Ability to prioritise, multi-task and take initiative
- An understanding of and affinity with DWF's vision, mission and values.

Selection Process:

- Preferred candidate must be a South African citizen or permanent resident.
- Must be in possession of a driver's license valid for South Africa.
- The working language of the Southern Africa office is English.

Democracy Works seeks to ensure that all qualified people have an equal opportunity to obtain a position and that those who have been discriminated against unfairly in the past are treated in accordance with the legal obligations imposed by the country in which employment is taking place as well as the affirmative principles of the organization.

Due to the short timeline for this requirement DWF will review applications throughout the advertising period and will only consider applications submitted before the stipulated close date. Only shortlisted candidates will be notified for interviews. *If you have not heard from us within two (2) weeks after the closing date, please consider your application unsuccessful.*