

HR GENERALIST

Description

Re-Advertisement: HR GENERALIST

REF NO CGE:HR-GEN 2025

SALARY LEVEL: 8 – SALARY PACKAGE: R397.116 PER ANNUM

CENTRE: HEAD OFFICE – JOHANNESBURG

Responsibilities

Job Duties and Responsibilities:

- Coordinate the full recruitment cycle, including job postings, application screening, interview scheduling, conducting interviews and providing interview feedback.
- Coordinate background verifications, employment contracts and offer letters
- Coordinate onboarding of new employees, including compliance documentation and induction.
- Address employee queries, grievances, and dispute resolution processes, ensuring fair and transparent engagement
- Handle labour relations, conflicts, disciplinary actions, and terminations.
- Support workplace wellness programs, employment equity, transformation, employee engagement initiatives, and diversity.
- Ensure accurate employment records, personnel files, and compliance documentation for audits.
- Manage employee benefits, including medical aid, pension funds, and leave entitlements.
- Assist in the development, review and ensure implementation of Human Resources policies, procedures and processes.
- Coordinate training programs, and career development initiatives.
- Generate HR reports, providing insights into workforce demographics, employment equity progress, and training impact.
- Advise management and staff on all Human Resources policies, processes and procedures.
- Manage the conditions of service and service benefits.
- Track employee progression, performance gaps, and opportunities for leadership development.
- Coordinate Performance Management, Job Evaluation and Induction Programmes.
- Coordinate, drive and implement the Skills Development Programmes including staff Bursaries.
- Ensure confidential handling of employee data, maintaining compliance with organizational and legal requirements.
- Coordinate all HR Ad hoc activities

Qualifications

- Matric and Bachelor's degree or equivalent qualification in Human Resources.
- 5 years HR Generalist experience in a dynamic and policy driven environment

Hiring organization

Commission for Gender Equality

Industry

HUMAN RESOURCES

Job Location

Centre: Head Office
(Johannesburg)

Date posted

November 3, 2025

Valid through

17.11.2025

- Driver's licence.
- Public sector experience or exposure to transformation policies will be advantageous
- Knowledge and understanding of HR Administration & Compliance
- Knowledge and understanding of Labour Relation
- Knowledge and understanding of Payroll & Benefits administration
- Knowledge and understanding of HR Systems & Data Management
- Knowledge and understanding of Stakeholder Relations
- Knowledge and understanding of Performance Management
- Proficiency in MS Office, PowerPoint, Excel and HR SAGE.
- Good Presentation, policy analysis and writing skills.
- Communication skills at all levels (verbal and written) and interpersonal skills.
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Contacts

Applications

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It is mandatory that an applicant submit the following:

- **Comprehensive CV.**
- **Motivational letter**
- **Certified copies of ID, drivers' license and Qualifications.**
- **Telephone details and e-mail addresses of three contactable referees.**

All the above-mentioned documents must be sent via email to:
recruitment@cge.org.za

Correspondence will be limited to the short-listed candidates only. Applicants with a foreign qualification must submit a SAQA evaluation report of their qualification. The CGE reserves the right not to fill this advertised position. The CGE is an equal opportunity, affirmative action employer committed to the achievement and maintenance of fair representation (race, gender, and disability). Whites, Coloureds, Indians and persons with disabilities are encouraged to apply. Shortlisted candidates will be subjected to background checks and psychometric assessment. Preference will be given to South African citizens.

**For enquiries (Not Applications), contact Mr. Silas Maloka – HR Manager at
 Tel: 011 403 7182 or 069 007 0944**

Closing date: 17 November 2025

No late applications will be accepted.

