



a world class African city



Pikitup Johannesburg (Pty) Limited

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Braamfontein 2017

www.pikitup.co.za

## Vacancy

Closing date for applications: 09 November 2010

Position : **Manager – Human Resources Services**  
Department : **Human Resources**  
Location : **Head Office**  
Level : **D4**  
Reporting to : **Human Resources Executive**

### Key Responsibilities:

- ✚ Overseeing of an effective and efficient payroll function
- ✚ Overseeing an effective and efficient recruitment service
- ✚ Personnel management
- ✚ Overseeing the maintenance of the company’s organizational structure on the HR system
- ✚ Overseeing the education of line management
- ✚ Ensure timeous and accurate submission of reports to empower line managers in making decisions
- ✚ Supervision/management of employees and staff development

### Competencies:

- ✚ Analysis and problem solving
- ✚ Strategic thinking
- ✚ Organisational awareness
- ✚ Integrity
- ✚ Managing change
- ✚ Effective delegation
- ✚ Coaching and developing others
- ✚ Drive and persistence
- ✚ Written communication

### Requirements and Experience:

- ✚ Bachelor’s degree in Human Resources or Industrial Psychology
- ✚ 5 years HR and managerial experience
- ✚ Knowledge of relevant legislation

### Particulars of advertiser:

**E-mail: [recruitment@pikitup.co.za](mailto:recruitment@pikitup.co.za)**

- Please quote the above position name on all correspondence relating to this circular / advert.
- **Pikitup reserves the right not to fill any vacancies.**
- **Correspondence will only be entered into with shortlisted applicants. Should you not hear from us within 30 days after closing date of the advert please consider your application unsuccessful.**
- **PIKITUP IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYMENT EQUITY PRINCIPLES AND REDRESSING THE IMBALANCES OF THE PAST, PREFERENCE WILL BE GIVEN TO SUITABLE CANDIDATES FROM DESIGNATED GROUPS**

#### Directors

P Radebe (Chairperson), Z Nkosi (Managing Director), \*C Ruiters, \*H Moeketsi, \*V Nemukula, \*S Raghubir, \*SJ Kgomo, \*D Mashika, \*A Botha, \*T Mahanda

#### \*Non Executive

B Memela (Company Secretary)