



### **Country Office HR Manager, South Africa & Tanzania (based in Pretoria)**

#### **Responsibilities:**

The Human Resource Manager will be responsible for overseeing the HR needs of Room to Read's South African office, as well as a small office in Tanzania. This position will report to the South African Country Director and will be responsible for leading the design, operation, coordination and monitoring of operational systems for managing necessary human resource functions to implement the approved policies of Room to Read.

Duties will include overseeing personnel policies, labor requirements, the employee database, recruitment, HR budgets and spending, performance management, training & development, compensation and benefit policies, employee relation practices and disciplinary practices and guidelines.

#### **Requirements:**

- Bachelor's degree with minimum of seven years of professional experience in an HR position.
- Demonstrated ability to manage a Human Resources functions or staff, preferably in the development sector
- Generalist HR background preferably developed through various specialist assignments. The most important of which would be; employee training and development, organization development, HR administration, compensation, recruiting and compliance.
- Demonstrated a strategic approach to HR with the ability and willingness to also execute the tactical elements of the job.
- Excellent communication skills in English (oral and written) and capability to relate and interact with multicultural teams and represent the organization in professional forums.

**To apply, please send cv and motivation letter to [ruth@actionappointments.co.za](mailto:ruth@actionappointments.co.za) by Monday 7<sup>th</sup> October 2013.**