

HUMAN RESOURCES MANAGER

Job Vacancy

Location:	Johannesburg, South Africa
Position Type:	3 years part-time (3 days a week)
Reports to:	Finance and Operations Director

ABOUT THE INSTITUTE FOR ECONOMIC JUSTICE

The IEJ is a progressive economic policy think tank committed to advancing economic justice, systemic change, and the equitable distribution of resources to ensure the realisation of rights and planetary wellbeing. As IEJ grows in size and complexity, strengthening its internal people, systems, and culture has become a strategic priority.

IEJ WORK CULTURE

The organisation values reflection, rigour, equity, and respectful dialogue. We strongly encourage applications from candidates who reflect the diversity of South Africa, as we are committed to creating an inclusive and equitable work environment.

ABOUT THE ROLE

As IEJ grows in size and complexity, the role of the Human Resources Manager becomes even more critical. We are seeking a seasoned and values-driven individual to develop and implement HR systems and practices that align with IEJ's mission, support staff well-being, ensure compliance, and foster organisational cohesion.

The HR Manager will partner with the Leadership Team (LT) and Line Managers (LMs) to embed strategic, equitable, and effective HR processes, while also building IEJ's internal capability to manage change, conflict, and professional growth.

WHO WE ARE LOOKING FOR

We are seeking a candidate who combines strong technical HR expertise with deep people insight, emotional intelligence, and a track record in organisational development. You should be passionate about enabling healthy, high-performing teams and aligning people practices with values-driven growth.

Personal Attributes & Disposition

- Deep alignment with IEJ's social justice mission and values
- High levels of emotional intelligence, empathy, and integrity

- Commitment to diversity, equity, and inclusion
- Adaptability and comfort working in a dynamic and evolving environment

Foreign national applicants must have a valid work permit to be considered.

MAIN RESPONSIBILITIES

Culture and Organisational Development

- Lead culture-building initiatives, including the development of behavioural norms and a “Ways of Working” framework
- Design and facilitate OD interventions to support team dynamics, internal alignment, and change readiness
- Lead employee engagement strategies, pulse checks, and workplace wellness initiatives.
- Guide the organisation through change processes with professionalism, care, and a values-based approach.

Strategic HR Leadership and Compliance

- Develop and implement HR policies and procedures aligned with employment legislation and IEJ’s strategic priorities.
- Provide HR insight on workforce planning, employment equity, and risk management.
- Ensure labour law compliance (BCEA, LRA, EEA, POPIA, etc.) and advise leadership on regulatory developments.

People, Systems, and Operations

- Oversee recruitment, onboarding, and professional development planning.
- Standardise HR processes and documentation (e.g. PDPs, grievances, contracts, SOPs).
- Research and implement digital HR systems and tools for improved efficiency and data tracking.

Learning and Development

- Coordinate and monitor individual Professional Development Plans (PDPs) across teams.
- Develop, implement and monitor the training calendar and internal learning opportunities that support staff growth.
- Ensure equitable access to development pathways for all staff, including support and administrative roles.

Year 1 Deliverables

- Finalise and implement updated HR policies in consultation with staff.
- Roll out a structured onboarding and induction process, including values-based orientation.
- Develop and pilot a “Ways of Working” guide and shared behavioural norms.
- Lead OD interventions to support team development and change resilience.
- Launch quarterly staff pulse surveys and report on key engagement and wellbeing metrics.
- Facilitate the implementation of the training calendar, including conflict resolution and values-based communication workshops.
- Standardise PDPs and track participation and outcomes.
- Provide quarterly people metrics reports to leadership.

QUALIFICATIONS AND EXPERIENCE

Required qualifications, experience and skills include:

- Master's degree in Human Resources Management, Organisational Psychology, or a related field (postgraduate qualification preferred)
- Minimum 7 years of progressive HR experience, with at least 5 years in a senior or leadership role
- Demonstrated experience in civil society, non-profit, or values-driven organisations
- Proven expertise in organisational development, including culture transformation, team effectiveness, and change management
- Strong knowledge of South African labour legislation and HR compliance practices

Skills & Attributes

- Deep knowledge of organisational development principles, tools, and facilitation methods
- Strategic thinker with hands-on experience in HR systems design, policy development, and implementation
- Skilled in designing and delivering culture change initiatives, team interventions, and internal learning frameworks
- Excellent interpersonal, facilitation, and coaching skills
- Proficiency in conflict resolution, people analytics, and workforce planning
- Ability to balance legal compliance with human-centred leadership

CONTRACT

3 years part-time contract, 3 days per week

LOCATION

The position is based in Braamfontein, Johannesburg. The IEJ currently operates on a hybrid work model where all staff are expected to be in the office on Tuesdays and Thursdays. This may change in future.

The IEJ is committed to gender and racial equity and transformation and will consider this when reviewing applications.

Be part of shaping a values-based, high-impact organisation that puts people at the centre of its mission.

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