

## Human Resources Co Ordinator

**Opportunity type:**  
Employment

Conservation South Africa, (CSA) as a local affiliate of Conservation International, is committed to helping societies adopt a more sustainable approach to development—one that considers and values nature at every turn and improves human well-being through the conservation of healthy ecosystems and the goods and services they provide. Conservation South Africa seeks to influence policy, develop markets, engage the private sector, and support communities to develop and implement conservation- based economic growth models and long-term human well-being.

Conservation South Africa currently has a vacancy for a Human Resources Co Ordinator to be based at our Cape Town office.

### **SUMMARY**

The HR Co-Ordinator reports to the HR Manager and plays a crucial role in the support and coordination of all landscapes.

***The Human Resources Coordinator provides timely, accurate advice, and support to management and staff on a range of Human Resources (HR) Management related policies, procedures, systems and issues.***

The incumbent will be required to carry out the following tasks:

### **KEY RESPONSIBILITIES**

- Support the development and implementation of HR initiatives and systems
- Provide counselling on policies and procedures
- Be actively involved in recruitment by preparing job descriptions, posting ads.
- Compliance driven
- Create and implement effective onboarding plans
- Develop training and development programs with the HR team
- Assist in performance management processes
- Support the management of disciplinary and grievance issues
- Maintain employee records according to policy and legal requirements
- Review employment and working conditions to ensure legal compliance
- Update HRIS system
- Consistently updating the HR Manager on all HR related matters
- Loading employees in the HRIS system
- Ensuring that time recording takes place accurately by each employee
- Good payroll knowledge

- General HR Support

### **QUALIFICATIONS**

- Human Resources Degree / Diploma or up to four years appropriate experience or equivalent
- 4-6 years related work experience in Human Resources administration
- Excellent organization and communication skills.
- Service focus and ability to gain cross-organization cooperation to complete diverse duties.
- Experience working effectively with a wide range of staff from a variety of disciplines, cultures, and backgrounds.
- Excellent organizational skills. Proven ability to multitask, set priorities, and meet critical priorities. Comfortable working in a fast-paced environment with changing priorities.
- Ability to work under general supervision and take initiative to solve problems without continual supervision.
- Microsoft TEAMS, Sharepoint, Office 365 experience

### **WORKING CONDITIONS**

- Typical office environment.

**Salary: Kindly indicate your salary expectation with your application.**

CSA is an affirmative action employer, wherever possible, selection will favour previously disadvantaged individuals, provided they are in possession of the required skills, knowledge, and experience.