



Vacancy

Dynamic Fluid Control, a local manufacturer of valves, has a unique and diversified portfolio of products catering for the mineral processing, power generation, water and affluent markets. We have a strong strategic approach towards active participation in global markets.

The following position has become available at DFC: #DFC04032024 - 1

POSITION: HR Practitioner
LOCATION: Dynamic Fluid Control (Benoni)
REPORTING TO: HR Manager

JOB SUMMARY STATEMENT: To support and administer general HR functions and render specific administrative support to internal and external customers. To provide advice, guidance and direction to line management in respect of all people management processes and procedures.

KEY PERFORMANCE AREAS (DUTIES & RESPONSIBILITIES):

- Supports line management and employees with the implementation of all people management processes
- Assist with the implementation of an effective HR support function
- Assist with the implementation of all employee and industrial relations processes
- Assist with all legislation and statutory requirements compliance
- Assist the Operation Support Services by submitting information and documentation
- Assist with the coordination of employee development, training and skills development
- Assist with the collation and production of monthly and ad-hoc reports pertaining to human resources activities
- Assist with the recruitment and selection function in the BU / Area of responsibility
- Assist with the effective implementation, management and co-ordination of all performance management and succession management processes in the BU / Area of responsibility
- Assist with the implementation of all transformation processes in the BU / Area of responsibility

ACADEMIC QUALIFICATIONS:

- National Diploma / Degree in HR Management
- SABPP Registration is an advantage

EXPERIENCE:

- 3 years Human Resources Experience – within the manufacturing industry

KNOWLEDGE, SKILLS & ABILITIES:

- Suitable driver's license
- Excellent MS Office skills
- Has excellent written and verbal communication skills
- Able to build and maintain effective relationships at all levels within the organisation
- Meticulous, detailed, well-organized and able to work independently to meet datelines
- Has a high level of integrity and able to work with confidential and sensitive information
- Keeps abreast and up to date with HR trends and industry wide development

BEHAVIOURAL COMPETENCIES:

- Adhere to principles and values
- Apply good governance principles
- Deal effectively with change
- Maintain focus and self-control
- Maintaining effective relationships
- Produce and maintain effective business results
- Sharing functional expertise

CLOSING DATE: 11 March 2024

Please note we have a DFC recruitment mailbox. Kindly send your detailed CV to the following email address:

recruitment@dfc.co.za

In line with our commitment to transformation, suitable qualified candidates from previously disadvantaged groups will be given preference.

While the company's recruitment policy stipulates that all positions will be advertised, provision is also made for appointments to be made in accordance with the company's succession planning strategy and practice when filling vacancies