

# TAC Is Recruiting: HR and District Support Head - Cape Town

BASED IN CAPE TOWN

RESPONSIBILITIES: (AMONG OTHERS)

- Advise senior management and the National Executive committee on organizational development issues, staff development, performance and problems
- Develop and draft contracts and job descriptions for the TAC employees
- Review and draft appropriate HR policies for the organization, in line with labour legislation
- Facilitate and participate in disciplinary hearings involving TAC employees
- Responsible for training and development by using accredited services providers and explore ways in which costs can be recovered from the skills development levy
- Initiate and implement a performance management system for TAC including collectively formed key performance indicators, review, and incentives
- Facilitate the recruitment, selection and induction of new staff members
- Perform additional duties as delegated by the COO
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MINIMUM REQUIREMENTS

- Degree/Diploma in HR Management
- Five years experience within the same field
- Bilingual (ability to speak, read, write English and at least one indigenous language)
- Computer Literate in Windows MS Office
- Valid drivers license
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To apply, submit a covering letter and CV to [hr@tac.org.za](mailto:hr@tac.org.za) or Fax to 021 422 1720

For enquiries contact Robert Hendricks on 021 422 1700. Only shortlisted candidates will be contacted. People living with HIV/AIDS and women are encouraged to apply.

Closing Date: 25 February 2011.

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