



HR Officer

Bidvest Insurance is a non-Life insurer within the Financial Services division of the larger Bidvest Group and operates alongside other great companies such as Bidvest Bank, Bidvest Life, FMI, Compendium Insurance Brokers and others.

Bidvest Insurance was founded in 1997 and provides niche value added products to customers through its Direct Channel which operates via call centres, as well as its Affinity Channel that partners with distribution networks. Our products are designed to protect consumers and deliver exceptional service levels when our customers need us most, so that we can deliver on our purpose 'To protect everyday South Africans, against foreseeable events and their financial losses, so that we can all contribute to a better South Africa'.

We have successfully expanded and evolved through our dedicated commitment to our values, customers, partners, and staff. Interested individuals looking to join Bidvest Insurance can expect to join a young and energetic team that challenge convention and who are intent on building long term relationships with all stakeholders.

Being a part of Bidvest, one of South Africa's leading services, trading and distribution groups, your career aspirations with us are only limited by your own imagination.

Position Overview

The HR Officer will be responsible in supporting the HR Business Partner in ensuring that through excellent organisational and communication skills combined with a strong attention to detail, all HR strategies and initiatives are aligned with the overall business strategy.

The incumbent will in addition to the HR function also conduct a payroll processing function in line with legislation and company policies.

The main purpose of the HR Officer is to support the HR Business Partner as well as the business by ensuring that all statutory reporting and policy implementation and review are completed timeously. Enhance employee relations and employee wellness by monitoring and implementing EAP Programmes.

What You'll Need



Energy

We operate with passion and excitement & thrive off a '**can do!- let's go!**' attitude. We believe in embracing new challenges and celebrating our wins!



Positive Attitude

We believe in creating a positive work environment that is enjoyable to be a part of and we look to the individuals of the company to make a **positive contribution** to our culture



Think on your feet

Hand in hand with innovation, you need to be able to think on your feet. We work in a fast paced environment which often requires us to **adapt and think fast!**



Attention to Detail

We like to keep our eyes on the prize at Bidvest Insurance! And that requires a strong need for attention to detail as it's the small things that can make a **BIG difference!**

Our Values

At Bidvest Insurance, we are all part of a BE'VOLUTION where we live our values each and every day for the benefit of our colleagues, customers, partners, stakeholders and our environment.



Our curiosity drives us to constantly improve our business



Anyone can do ordinary, we do extraordinary



Treat everyone with respect, in & outside our company



We always do the right thing, even when no one is looking



We're enthusiastic in everything we do - our energy is infectious



We're committed to understanding our customers, partners and colleagues

Key Responsibilities and Duties

Recruitment & Selection:

- ▶ Ensure all Job Specs within the business are reviewed regularly.
- ▶ Support the management of the recruitment and selection process of all prospective staff.
- ▶ Manage the induction of all new employees into the business.

Skills & Talent Development:

- ▶ Facilitate and implement all training requirements in line with the WSP and ATR.
- ▶ Monitor and ensure that regulatory requirements are being met through arrangement of our FAIS Training for all contact centre staff.
- ▶ Responsible for full process regarding learnerships, serve as a point of contact between Provider, INSETA, Learners, and the Company.
- ▶ Co-ordinate the sourcing, delivery, and evaluation of training to approved plan.
- ▶ Responsible for booking and rolling out all training (Internships, Learnerships, Bursaries, and short skills programs), in line with WSP & ATR.
- ▶ Ensure Performance Development process is in place and followed through.

Employee Relations:

- ▶ Organizing & facilitation of Employment Equity meetings including agenda and minutes.
- ▶ Facilitate disciplinary hearings and prepare minutes and documentation, applicable prior to and post hearings.
- ▶ Consult and advise management and staff on labour relations issues. (Including warnings to be issued).

Remuneration & Benefits:

- ▶ Onboarding of new hires and offboarding terminations.
- ▶ Processing of all payroll administration, administered on PaySpace.
- ▶ Manage and monitor all Employee Benefits.

Business Transformation & B-BBEE:

- ▶ Support the HR business Partner in the co-ordination of BEE SCORECARD requirements for the business.
- ▶ Accountable in ensuring the BEE Scorecard tracking system is updated with accurate information for review prior the verification stages each year.

Regulatory Reporting:

- ▶ Responsible for the compilation and submission of the annual Employment Equity report to Department of labour.
- ▶ Coordinate and record EE quarterly meetings.
- ▶ Quarterly reporting for Stats' SA.
- ▶ Compile and submit annual Workplace Skills Plan and Annual Training Report submission.

HR Policies and procedures:

- ▶ Ensure Annual review and updates completed on all HR Policies and updates signed off and communicated to all staff.
- ▶ Record keeping & filing of all HR-related information according to checklist provided.

Qualification

- ▶ Matric
- ▶ NQF Level 6 – Degree in Human Resources Management

Knowledge and Skills

- ▶ Up to 2 years relevant experience as an HR Officer.
- ▶ Understanding various HR software systems (PaySpace)
- ▶ Previous experience of working within pressurised high-performance culture.
- ▶ Computer literate with on Microsoft Office Suite (Word, Excel, PowerPoint etc)
- ▶ Organisational skills and ability to prioritise.
- ▶ Excellent Interpersonal and communicative skills

Submissions:

Preference will be given to PDI candidates in line with our EE

Interested candidates to please submit their CV to: jobs@bidvestinsurance.co.za

Should you not hear from us within 2 weeks from date of application, please consider yourself unsuccessful.

Bidvest Insurance is an authorised Financial Services Provider

FSP 46395

