

Email: info@nalibali.org **Website:** www.nalibali.org **Twitter:** @nalibaliSA **Facebook:** nalibaliSA

INTERNAL ADVERT

Human Resources Officer

Nal'ibali (isiXhosa for "here's the story") is a national reading-for-enjoyment campaign. It seeks to spark and embed a culture of reading across South Africa, so that reading, writing, and sharing stories – in all South African languages – is part of everyday life.

Children who are surrounded by print and immersed in great and well-told stories – in languages they understand – are more curious, confident and motivated to learn. They develop vocabulary, strengthen memory, and nurture imagination. They're more likely to become readers themselves, and to do well in school across all subjects.

Since 2012, Nal'ibali has worked with state, civil society and business partners to make sure every South African child has opportunities to fall in love with books and stories. This includes founding partners DGMT, PRAESA (the Project for the Study of Alternative Education in South Africa) and Tiso Blackstar (formerly Times Media). Through advocacy, training, and high-quality reading material, Nal'ibali is helping to nurture a reading nation.

Requirements:

- A human resources diploma (3-year tertiary qualification) or any other related qualification.
- 2-3 years' experience in a human resources environment.
- Thorough knowledge of SA legislation and policies that regulates human resources in the workplace.
- Computer literacy.

Responsibilities

- Handle administrative processes with regard to recruitment, selection and placement which includes; advertising of vacancies, processing of applications, attending interviews, drafting offer letters and contracts.
- Arrange on-boarding process.
- Assist with employee relations matters which includes, but not limited to grievance and disciplinary processes.



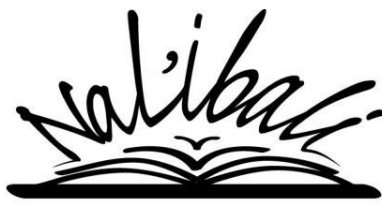
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Trust number: IT000547/2016(C)



It starts with a story...

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- Assist with performance management process.
- Handle all HR related administrative processes which includes filing.
- Responsible for HR metrics.
- Handle HR projects as and when required.

Closing date:

Should you meet the above requirements, please email your motivational letter and CV to work@nalibali.org with your name and surname, position title on the subject line, (e.g. Zodwa Khoza: HRO).



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