

Role Title	P&C Officer	Status	Full time/Part-time Hybrid – 60% Office/40% Home
Report to	Regional HR Practitioner	Work Hours	08h00 -16h00
Team/Department	People & Culture Department	Location	Alberton/Johannesburg
Role purpose	The P&C Officer provides operational, administrative and coordination support to the Regional HR Practitioner in delivering effective People & Culture services across the Regional Office. The role is responsible for coordinating day-to-day HR operations, employee lifecycle administration, recruitment coordination, reporting and departmental administration, ensuring HR processes are delivered accurately, consistently and in compliance with organisational policies and employment legislation.		
Job Description		Job Specifications	Job Dimension
Operational HR Support - Provide operational and administrative support to the Regional HR Practitioner by coordinating day-to-day People & Culture activities, preparing documentation, reports and correspondence, and monitoring departmental action plans. - Support the implementation of HR initiatives and projects to improve departmental effectiveness and service delivery. HR Operations & Employee Lifecycle - Coordinate employee lifecycle processes including recruitment administration, onboarding, employment changes, contracts, probation, leave, HRIS updates, employee records and exit processes. - Maintain accurate HR documentation, compliance records and personnel files while ensuring timely completion of routine HR administration. Employee Relations & Learning - Support employee relations processes by coordinating documentation, meetings and records relating to performance management, disciplinary, grievance, and incapacity matters. - Coordinate employee learning and development administration, including induction, mandatory training, completion tracking and learning records. Reporting & Regional HR Department Coordination - Compile HR reports, dashboards and workforce statistics, maintain departmental trackers and coordinate meetings, travel and administrative activities. - Monitor departmental deadlines, maintain templates and documentation, and support budgeting, procurement and audit requirements where applicable.		Key Qualities (Personality, Character, Calling, Culture) - Committed Christian with a heart for people and the persecuted Church. - Demonstrates integrity, professionalism and discretion when handling confidential information. - Strong organisational, planning and time management skills. - Excellent interpersonal and cross-cultural communication skills. - Service-oriented with a collaborative and supportive approach. - Emotionally mature and able to manage sensitive situations professionally. - Proactive, adaptable and committed to continuous improvement. - High attention to detail and commitment to quality. Key Skills and Experiences - Diploma or Degree in Human Resources, Business Administration or a related field. - Minimum 2–3 years' experience in HR administration or a People & Culture support role. - Working knowledge of HR processes including recruitment, employee lifecycle management, HRIS administration and employee relations. - Experience compiling HR reports and maintaining accurate employee records. - Proficient in Microsoft Office (particularly Excel, Word, Outlook and Teams) and HR Information Systems. - Strong administrative, coordination and organisational skills with the ability to manage multiple priorities. - Excellent written and verbal communication skills.	The Team - Part of the People & Culture Department within Regional Head Office. - Reports directly to the Regional HR Practitioner. - Works closely with Regional HR colleagues, department managers, Finance, Payroll and sub-regional HR counterparts to ensure consistent People & Culture service delivery Key Relationships - Accountable to HR Practitioner with a direct reporting line (straight line) for overall performance, planning, support and guidance; - Regional P&C Manager (functional oversight) - Head Office Managers and Staff (HR processes) - Collaborate with Sub-regional HR Managers for coordinating the implementation of various projects and activities Decision Making The role is responsible for independently managing routine HR administration and coordination activities while escalating complex employee relations, policy interpretation, legal matters and strategic decisions to the Regional HR Practitioner.

HR Projects & Continuous Improvement • Provide coordination and administrative support for regional HR projects and organisational initiatives, monitoring timelines, documentation and follow-up actions. • Identify opportunities to improve HR processes, documentation and administrative efficiency.		
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