

# Where the World meets Africa



Durban ICC (SOC) Ltd is the managing company for the Inkosi Albert Luthuli ICC Complex, which includes the International Convention Centre Durban (ICC), the ICC Exhibition Centre and the ICC Arena. The Durban ICC is one of the most advanced conference facilities in the world, having been voted Africa's Leading Conference Centre by World Travel Awards 17 times.



AFRICA'S LEADING MEETINGS  
AND CONFERENCE CENTRE - AS VOTED  
BY THE WORLD TRAVEL AWARDS

**HR PRACTITIONER (TG 12)**

**MIN R 369 892.38 – MAX R 480 119.77 TCTC PER ANNUM**

**Internal / External**

The Durban ICC is calling for suitable candidates to apply for the position of HR Practitioner. The suitable candidate should provide an effective and efficient human resource service to the Durban ICC. The incumbents reporting directly to the Senior HR Manager.

## Minimum Qualifications and Requirements

- Relevant HR Qualification / Bachelor's Degree or National Diploma.
- HR Practitioner experience is essential.

## Experience and knowledge required:

- 3-5 years' experience in the HR environment at Supervisory level or above.
- Sound knowledge and application of the functions and processes of HR.
- Good knowledge of legislation ( EEA, LRA, BCEA,B-BBEE, SDA)
- Experience on using recognised HR Software (Sage Premier VIP system)
- Computer literate – Microsoft Word, Excel and Power point essential.

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## AFRICA'S LEADING CONVENTION CENTRE

Durban International Convention Centre

R. D. Dlamini, N. Longo, N. Mkhulu, V.O. Mshunini, S. Naidoo, L. Ngcobo, S. L. Ntuli, L. E. Rakharebe, M. A. Rambally, M. Temba

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## ATTRIBUTES

- Ability to establish effective relationships to collaborate, persuade and influence.
- Ability to work unsupervised.
- Ability to work under pressure and meet deadlines.
- Inspirational in approach to team colleagues and client groups.
- An interest in developing HR knowledge and skills
- Assertive , resilient and tenacious
- Ability to hold challenging conversations
- Professional and informed
- Excellent communication and influencing skills.
- Energy and drive
- High level of integrity

## KEY PERFORMANCE /MAIN ACTIVITIES OF THIS ROLE

- HR generalist function.
- Talent Acquisition ( on-boarding , employment contracts ).
- Employee Relations.
- Reward / Remuneration and Benefits.
- Training and Development , Talent Development / Succession Planning ( Talent pipeline ).
  - Graduate and Learnership Programmes
- Facilitate Performance Management .
- Job Evaluation and Grading process.
- OD and Change Management.
- Facilitate Talent Management process.
- Employment Equity and B-BBEE ( Skills Development Element ).
- HR reporting.
- Employee Assistance programmes.
- Handle Human Resources Projects.
- Interact with external service providers.

**APPLICATIONS**

*The Durban ICC is committed to Employment Equity and particularly welcomes applications from suitably qualified Historically Disadvantaged Individuals (HDI). Preference will be given to suitable candidates who will best assist the ICC in addressing its current transformational needs. Persons with disabilities are encouraged to apply*

Applications must reach the Human Resources Department, via e-mail: [recruitment@icc.co.za](mailto:recruitment@icc.co.za)

Closing date for the CV submissions is **12 September 2019**.

Applicants who do not meet the minimum requirements will automatically be disqualified from consideration.

Applicants who have not been contacted 30 days after the closing date should consider themselves unsuccessful.



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**Brenden Chettiar**  
**ACTING HR DIRECTOR**

30/08/19

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**DATE**