

CBC Boksburg



HUMAN RESOURCES SPECIALIST

Christian Brothers' College Boksburg is a Premier Independent Boys' School on the East Rand of Johannesburg and is seeking an individual with energy, a strong work ethic, integrity and vision in the position of **HUMAN RESOURCE SPECIALIST** of the College. This individual will report directly to the Headmaster.

The ideal candidate will have outstanding organisational and people management skills. It would also be beneficial for candidates to have experience working in complex departments and dealing with human resources. They should be flexible, resilient, and outstanding team leaders. A key aspect of this role will be outstanding communication skills and an ability to interact well with staff.

The **HUMAN RESOURCE SPECIALIST** will oversee and manage all aspects of Human Resources services to ensure compliance, efficiency, and alignment with the College's objectives.

Key Responsibilities of the Position:

- Aligning Human Resource strategies with the College goals;
- Overseeing recruitment, onboarding, and retention while ensuring employment equity compliance;
- Managing employee relations, disciplinary processes, and grievance resolution;
- Maintaining Human Resource policies in line with labour laws;
- Implementing training programs and ensuring SETA compliance;
- Managing all aspects of local Human Resource services to ensure compliance, efficiency, and effectiveness in support of the College's objectives;
- Overseeing Human Resource administration and providing Human Resource solutions;
- Responsibility as the payroll officer including liaising with medical aid and provident funds;
- Involved in any employee-related issues from a labour law perspective;
- Ensuring compliance with local regulations and labour laws, managing labour relations, developing Human Resource policies and procedures, and providing guidance to the Headmaster on Human Resource matters;
- Tracking workforce metrics and compiling statutory reports.

Requirements:

- Qualification in Human Resources, Industrial Psychology, or a related field;
- Additional certifications in Human Resources management or payroll administration are advantageous;
- Human Resource management experience, with at least 3 years in a school setting will be an advantage;
- Strong knowledge of South African labour law, Human Resource systems proficiency, leadership, problem-solving, and communication skills;
- Proven experience in Human Resources administration and regulatory compliance;
- Experience managing labour relations and employee engagement initiatives.
- Strong communication and interpersonal skills;
- Familiarity with local labour laws and regulations.

Interested parties should send a detailed CV, a letter of application and the names of three referees to vacancies@cbc.org.za. The successful candidate will be required to provide a police clearance certificate and be cleared on the Sexual Offenders Register.

Christian Brothers' College is an equal opportunity employer. The school reserves the right not to make an appointment. An application will not, in itself, entitle the applicant to an interview or appointment, and failure to meet the minimum requirements of the advertised post will result in the applicants automatically disqualifying themselves from consideration. Please consider your application unsuccessful if we do not contact you.

In accordance with the POPI act, your personal information will be solely used for the purposes of this application and by submitting this CV you are consenting to this.

Closing Date: 12 July 2026

Commencement Date: 1 August 2026

<http://www.cbc.org.za>