

VACANCY – HUMAN RESOURCES MANAGERS X2

COREEDUCATION
EVERY CHILD MATTERS

Core Education is a forward-thinking organisation dedicated to delivering high quality, innovative schooling solutions across South Africa. As we continue to expand and enhance our impact, we are seeking dedicated and experienced Human Resources managers to join our team, managing the Johannesburg (x1) and Coastal areas (x1).

About the Role

The Human Resources manager will play a key role in supporting the Human Resources department by overseeing recruitment, employee relations, performance management, compliance and other HR functions.

Key Responsibilities

- Drive, develop and execute recruitment strategies.
- Oversee the hiring process, including onboarding new employees.
- Serve as the primary point of contact for employee concerns.
- Manage grievances and disciplinary procedures in line with policies.
- Support the implementation and monitoring of the performance appraisal process.
- Build and maintain strong relationships with key stakeholders.
- Ensure compliance with labour laws, company policies and industry regulations.
- Maintain and update employee records and HR databases.
- Assist in formulating, reviewing and enforcing HR policies and procedures.
- Support change management initiatives and company development strategies.
- Ensure adherence to all HR regulatory compliance.

The Ideal Candidate

The ideal candidate will have knowledge and expertise in Human Resource practices, policies and procedures. We are looking for someone who possesses:

- A diploma or degree in Human Resources Management.
- Five years' experience in HR roles, with at least three years in a supervisory or managerial position.
- Strategic thinking, financial acumen, strong communication and interpersonal skills, problem-solving and analytical skills, leadership and change management.

Required Skills & Competencies

- Exceptional people management skills, with a proven record of driving high-performance deliverables.
- Understanding of CCMA conciliation and arbitration processes.
- Flexibility to travel between Core Education schools.

Why Join Core Education?

At Core Education, we are shaping the future of learning in South Africa. This is a unique opportunity to lead a mission-driven organisation, making a lasting impact on students, educators, and communities.

- **Position 1:** Core Education Head Office in Pretoria, with travel required to Johannesburg schools.
- **Position 2:** KZN - Umlazi with travel required to other Coastal Schools.
- **Reports to:** Senior Human Resources Manager.
- **Employment Type:** Full-time

Applications:

To apply, please submit your CV and a motivation letter indicating which position you are applying for, to vacancies@coreeducation.co.za by **16 April 2025**. Please note: Only short-listed candidates will be contacted.

Core education makes appointments within the context of its transformation imperatives and aligns itself with the POPI Act.

