

Vacancy – Human Resources Officer

1. Job Details:

Job Title:	Human Resources Officer
Division:	Corporate Services
Tenure:	Permanent
Number of posts:	One (1)
Duty Station:	Mbabane
Reports To:	Human Resources Manager

2. Job Summary:

Provide comprehensive support in the implementation of strategic and operational HR initiatives across the Fund, including recruitment, onboarding, off-boarding HR administration, employee relations, performance management, employee wellness, facilitate payroll processing, policy compliance, the promotion of a positive workplace culture and talent management. Apply the strategic business partnering model to advise and guide managers and employees on human capital matters. Ensure the secure management of critical information, uphold confidentiality and integrity and maintain a strong internal customer-first approach in all interactions.

3. Requirements of the Position:

3.1 Key Responsibilities

3.1.1 Human Resources Administration

Provide administrative support by maintaining employee records, coordinating HR processes, and ensuring accurate and timely HR documentation.

3.1.2 Labour Relations

Support in administering employee relations matters, disciplinary processes, grievance handling, and compliance with labour laws and organizational policies.

3.1.3 Employee Wellness

Assist in the coordination and implementation of employee wellness programmes and initiatives aimed at promoting employee wellbeing, engagement, productivity and measuring impact.

3.1.4 HR Policies, Processes and Tools

Support the development, implementation, communication, and monitoring of HR policies, procedures, systems, and tools to ensure consistent and effective people management practices.

3.1.5 Compensation and Benefits Management

Assist in administering payroll-related activities, employee benefits, remuneration processes, and responding to employee compensation and benefits queries.

3.1.6 Fleet Management

Provide administrative support in managing the organization's fleet, including vehicle records, maintenance schedules, licensing, insurance, and compliance requirements.

3.1.7 Organogram Management

Assist in maintaining and updating organisational structure, staffing establishments, and position records to support workforce planning and organisational effectiveness.

3.1.8 Change Management

Support the planning, communication, and implementation of change initiatives by facilitating employee engagement and monitoring the impact of organizational changes.

3.1.9 Business Partnering

Provide HR support and guidance to business units by assisting line managers and employees with people-related matters and contributing to the achievement of departmental and organizational objectives.

3.2 Minimum Qualification and Experience:

- Degree in Human Resource Management, Industrial Psychology, Behavioural Sciences, or a related field;
- Three (3) years' relevant experience in a Human Resources Generalist environment;
- Demonstrated experience in key human resources functions.

3.3 Required Skills and Competencies:

- Sound knowledge of HR policies, procedures and local labour legislation.
- Understanding of Human Resources principles and practices;
- Strong analytical and report-writing skills, with a solid understanding of HR metrics, data analysis and workforce analytics;
- Ability to handle confidential information with discretion and professionalism;
- Strong multitasking, organizational and interpersonal skills;
- Customer-focused with the ability to create and maintain effective working relationships;
- Ability to work independently and collaboratively within a team;
- Proficiency in Microsoft Office applications and Human Resources Information Systems (HRIS), including Payroll and Performance Management Systems (PMS);
- Commitment to the Fund's core values of **Professionalism, Compassion, Innovation, and Agility**.

4. Application Requirements:

All applications must include the following:

- A cover letter;
- A comprehensive Curriculum Vitae;
- Certified copies of tertiary qualifications;
- Proof of any additional training completed;

- Contact details for three (3) traceable professional references.

5. Submission Details:

Applications should be sent via email only to: jbhrecruitment@swazi.net
Please address your application to Human Resources Manager and ensure **the email subject line clearly states the position being applied for.**

Closing Date: 16 October 2026

Please note that only shortlisted candidates will be contacted. Should you not receive a response within 21 days after the closing date, kindly consider your application unsuccessful.