



WE ARE HIRING!

ICLEI is a global network of over 2500 cities and other subnational governments and their associations committed to building a sustainable future. ICLEI provides technical services, capacity building, networking and global representation opportunities, as well as cutting-edge solutions to its member and network cities and regions and their communities.

ICLEI's African Head Office, which serves ICLEI's network cities from across Africa, is based in Cape Town (www.africa.iclei.org) and is also home to **ICLEI's Global Cities Biodiversity Center (CBC)**, a center of excellence in the field of urban biodiversity and nature-based solutions for urban development (www.cbc.iclei.org).

The ICLEI Africa and ICLEI CBC teams: Our work is conducted by a dynamic and passionate team of well qualified and highly skilled professionals that work with cities and regions to ensure a more sustainable future. As an office that deeply cares for the constituency it works with, the team adheres to a strong set of values. There is a culture and ethos of openness and sharing, where staff are always willing to support each other where they can. There is a diversity of skills and experiences in our team of well over 60 staff that spans from those that work internationally at the highest of advocacy, diplomatic and technical levels, carrying Masters and Doctorate degrees, to those that are experienced practitioners in the fields of urban planning, economics, sustainability, social & environmental science and engineering. Given the number of languages spoken across the African continent and globally, ICLEI Africa has many bilingual and multilingual staff, and also supports staff development in adding more languages and sustainability skills to their repertoire.

ICLEI Africa has the pleasure to invite leading and suitably qualified individuals to apply for the positions below, to join our African and global teams of dynamic sustainability professionals.

All applicants for the below positions must be aware that these are full-time positions, with a preference for officers to be based in Cape Town. However, there is flexibility to be located elsewhere on a full-time or part-time basis.

Candidates should also have a fully Internet-connected, functional, dedicated workspace at home for times when they may be required to work remotely (a company laptop will be provided).

Please forward all of the following:

- covering/motivating letter
- comprehensive CV
- copy of SA identity document, Visa documents to work in South Africa, OR in the case of non-South African applicants, a passport or equivalent identification papers
- available starting date
- current and expected salary
- three contactable references

to iclei-africa@iclei.org by 17h00 (GMT+2) on Wednesday, 31 July 2024. Note that all these documents will be treated strictly confidential and only be used internally in ICLEI for this recruitment process.

Please include the correct reference (REF) in your email subject line and covering letter, to clearly indicate which position you are applying for. See below.

No late or incomplete applications will be considered.

A market-related and competitive annual remuneration package (TCOE based) will be offered to successful candidates, taking into consideration qualifications and experience and the current salary scales of ICLEI Africa.

Good team fit within the ICLEI team will be a significant consideration for all posts.

Applicants who have not been contacted within 90 working days after the closing date of this advertisement should regard their applications as unsuccessful. ICLEI Africa reserves the right not to appoint an individual in relation to this job advert.

ICLEI Africa is open to applications for internships and volunteering in fields relevant to sustainability on an ongoing basis. Please email your CV with a covering letter at any time to the same email address as indicated above at any time.

ICLEI Africa reserves the right not to appoint for any of the below roles.

HR Administrator / Officer
(24-month fixed term contract position, with the potential of renewal. The position is based in Century City, Cape Town at ICLEI Africa Office)
REF – HR Officer

ICLEI Africa is growing its team and with this, is seeking for an experienced HR Administrator / Officer to help manage the HR duties in its African office.

The position is suitable for someone who would have experience with Human Resources functions within the Non-Profit Organization sector preferably, including recruitment, onboarding, training, employee relations, and compliance.

It is preferred that the officer is located in Cape Town, at ICLEI Africa's head office, from where the individual will be managed.

Reporting to the Finance Manager and the Regional Director, the successful candidate will be responsible for but not limited to:

- Processing salaries for employees on the Payroll software - which include bonuses, annual increases, leave days.
- Preparing and amending where necessary HR documents, i.e. employment contracts and extension letters.
- Assisting with recruitment and selection process
- Assisting Managers with their team's performance management processes
- Meeting with new staff members to facilitate onboarding
- Assisting Senior Managers conduct exit interviews
- Assisting wherever required with employee relations from grievance resolution and disciplinary management up to CCMA level

- Assisting with reviewing and renewing company HR policies and protocols
- Compiling annual EE report for approval and submission, as well as Workmen Compensation Fund declaration
- Preparing the monthly HR reports for the Operations Committee
- Submitting UIF online and the EMP201 on e-filing
- Maintaining employee records
- Updating leave requests internally, such as annual, sick leave and Time Off In Lieu
- Attending to employee queries and assist with general payroll queries
- Advising the Management team on new labour regulations when occurring

This position is suited to an individual looking for an environment that can provide flexible working hours but understanding that all reporting deadlines MUST be met. The scope and hours required for this function will be negotiated and agreed upon with the appointed candidate.

Competencies:

- Attention to detail;
- Ability to work accurately under pressure;
- Very strong writing and speaking skills;
- Sound understanding of labour laws;
- Independent & task orientated worker;
- Ability to learn and be flexible;
- Good Word and Excel skills is essential (skills might be tested during interview process)
- Computer literate on Sage One or Pastel Payroll.

Requirements:

- Prior payroll administration experience
 - A tertiary level HR qualification (B Com degree or equivalent)
 - Minimum of 3-year experience, at comparable level of the advertised position with similar / same responsibilities
 - Good understanding of labour laws
 - Organisational skills and ability to prioritize
 - Interpersonal with good communicative skills
 - Ability to handle sensitive information with confidentiality
 - Preferably living in Cape Town and being able to start within one month of acceptance of any offer of employment, should the candidate be selected for the position.
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