



science, technology  
& innovation

Department:  
Science, Technology and Innovation  
REPUBLIC OF SOUTH AFRICA



## **HR PRACTITIONER**

The South African Council for Natural Scientific Professions (SACNASP), the regulatory authority for Natural Science professionals in South Africa, is seeking a dynamic, knowledgeable, and solutions-driven Human Resources Practitioner to provide professional HR support to the organisation in achieving its strategic mandate.

This role requires a well-rounded HR professional with strong Labour Relations expertise and demonstrated experience in Training and Development, capable of ensuring a compliant, ethical, high-performing, and development-focused workplace.

Reporting to the HR Manager, the HR Practitioner will play a critical role in aligning people management practices with SACNASP's strategic objectives.

The incumbent will be responsible for delivering a full range of HR functions, including recruitment and selection, leave management coordination, employee relations, performance management, training and development, wellness coordination, and HR administration. This role requires a proactive and detail-oriented professional who can balance operational efficiency with people-centred HR service delivery.

### **Key Responsibilities:**

- Support the implementation of HR policies, procedures, and strategic initiatives.
- Coordinate recruitment, selection, and onboarding processes including the creation and implementation of effective onboarding plans to ensure fair and transparent talent management.
- Provide guidance on employee relations matters, including grievances and disciplinary processes.
- Facilitate and monitor training and development programmes, including compiling training plans and reports.
- Facilitate performance management and staff development initiatives.
- Maintain accurate HR records, statistics, and reports in line with HR best practices and compliance requirements.
- Oversee leave management, ensuring accurate record-keeping and compliance with HR policies.
- Contribute to employee wellness initiatives and employee engagement programmes.
- Ensure compliance with relevant labour legislation, HR regulations, and organisational policies.
- Provide administrative and advisory support across all HR functional areas.

**Minimum Requirements:**

- A National Diploma or Bachelor's Degree in Human Resource Management or related field.
- A minimum of 3–5 years' experience in a generalist HR role with proven experience in Labour Relations, Training & Development, HR Information Systems and other HR processes.
- Sound working knowledge of South African labour legislation and HR compliance frameworks.
- Demonstrated experience facilitating disciplinary hearings and managing grievance processes.
- Experience compiling and implementing Workplace Skills Plans and coordinating training programmes.
- Strong organisational, communication, facilitation, and interpersonal skills.
- Proficiency in MS Office and HR Information Systems.
- Ability to operate both strategically and operationally.
- Ability to work independently and collaboratively within a team.
- Good understanding of HR Systems and reporting.

---

**Added Advantage:**

- Honours degree in Human Resource Management or related field.
- Registration with SABPP as an HR Associate/HR Professional.
- Experience within a regulatory or public sector environment will be an advantage.

---

**Key Competencies:**

- Planning and Coordination
- Integrity and Confidentiality
- Problem solving and analytical thinking
- Service orientation
- Attention to detail

---

**Other Requirements:**

- Willingness to travel when required
- Availability to work extended hours, including overtime when necessary

Salary: R450 000 per annum (CTC)

Job Type: Permanent

Commencement: ASAP

To apply for this position, please forward your comprehensive CV, certified copies of your qualifications and ID, cover letter detailing role suitability to [hrapplcations@sacnasp.org.za](mailto:hrapplcations@sacnasp.org.za)

**Closing date: 14 April 2026**

***This position will comply with Employment Equity principles.  
SACNASP reserves the right not to make an appointment.***