

NANO SOLUTIONS & TECHNOLOGIES HAS THE FOLLOWING POSITION FOR FILLING BY A SUITABLE CANDIDATE:

POST : Senior Human Resource Officer

SALARY : R240 000 p.a

STATION : Nano Solutions & Technologies Head Office, Midrand, Johannesburg

MINIMUM REQUIREMENTS : - A Bachelor's degree in HRM or Administration

- Three years' experience in Human Resources practices, viz; Policy
- Development, Service Benefits Administration, Training & Development, Performance Management and Labour Relations.
- Good Management Skills, Communication Skills, Computer Skills and Problem Solving Skills.

DUTIES :

- Management of the Human Capital Management Division
- Render advise and discharge Human Resource Services to clients, both internal and external.
- Table Monthly, Quarterly and Annual Reports to the Executive

CLOSING DATE : 18 November 2016

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