



Sweat/Sisonke is a dynamic non-governmental organisation that works to ensure that sex workers rights are defended and that people selling sex have access to health and other services. Sweat/Sisonke view sex work as work and all our direct services are focused on engaging, empowering and linking sex workers to services that will meet their needs.

SWEAT/Sisonke is seeking to appoint a full time **Human Resource Officer** based in Johannesburg, Gauteng.

The Sisonke Human Resources Officer's role is to work in partnership with the organisation's management team in providing professional and pro-active human resources services to the organisation, to provide advisory services to employees in line with the organisation's policies and procedures and to play a pivotal role in implementing and managing HR initiatives.

#### **Qualifications and experience requirements:**

- Human Resource Qualification.
- Minimum of 5 years' generalist HR experience
- CCMA case preparation and presentation experience up to arbitration level
- Exposure to or experience in the NPO sector.
- Working with key populations will be advantageous

#### **Technical Skills Requirements:**

- Computer literate in MS Word, Excel and PowerPoint

#### **Behavioural Requirements**

- Attention to detail – Accuracy
- Information gathering and problem analysis
- Planning and organising
- Verbal and Communication
- Impact
- Stress tolerance – Working under pressure
- Team player

#### **Values**

- Passion
- Integrity
- Reliability
- Compassion – Empathy
- Positivity

Applicants must send a covering letter, explaining their relevant experience, as well as their CV to **Nomakwezi Sopuswa: [recruitment@sweat.org.za](mailto:recruitment@sweat.org.za)** by **Monday, 28 February 2022**.

The post is based in **Johannesburg, Gauteng, South Africa**. Only those with the legal right to work in South Africa can apply. SWEAT reserves the right to make appointments which are transformation focused. Should you not hear from us within 14 days of your application, please consider your application unsuccessful.

