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## HUMAN RESOURCES MANAGER

### ABOUT US

At Zimile Consulting Engineers, we believe infrastructure is more than concrete and steel - it's the foundation for opportunity, dignity, and connection. Since our inception, we've been on a mission to engineer solutions that not only build the nation but uplift its people.

From bustling highways and rural roads to water systems that sustain life and communities, our work is rooted in purpose. We are proudly South African and deeply committed to reshaping how infrastructure serves communities - bridging gaps in access, equity, and resilience.

### Transport

We see transport not just as a means to move people and goods, but as the veins of a thriving society. Whether it's designing rural access roads or urban mobility corridors, our solutions are smart, sustainable, and tailored for impact. We engineer with empathy - ensuring our infrastructure connects people to schools, clinics, jobs, and each other.

### Water

Water is life, and equitable access is non-negotiable. At Zimile, we deliver water infrastructure that goes beyond compliance. Our approach integrates sustainability, community engagement, and technical excellence. We harness innovation to protect, distribute, and manage this vital resource - ensuring future generations inherit a healthier, water-secure world.

### Innovation

Innovation is in our DNA. Whether it's leveraging digital tools, modern construction methodologies, or data-driven planning, we are constantly reimagining how infrastructure is conceived and delivered. Our diverse teams co-create with clients and communities - bringing fresh perspectives to complex challenges, and unlocking smarter ways to build resilience.

## JOB SUMMARY

At Zimile, people are at the heart of everything we do. We are committed to nurturing talent, championing inclusion, and creating an environment where individuals are empowered to grow and succeed. As we continue to expand, we are looking for a dynamic and experienced **Human Resources Manager** to lead our people function and support our growth with purpose.

In this pivotal role, you will oversee the full spectrum of the HR portfolio and shape strategies that align with our business goals while fostering a high-performance and inclusive culture. Your responsibilities will span **strategic workforce planning, employee experience, talent acquisition, performance management, rewards and benefits, compliance, learning and development, and HR systems.**

This is a high-impact leadership role suited to an agile HR professional who combines strategic insight with hands-on delivery and thrives in a fast-paced, evolving environment.

**Reports to:** Chief Operating Officer

**Department:** Human Resources

**Location:** Midrand

**Job type:** Full-time

## KEY RESPONSIBILITIES

### 1. Talent acquisition and employer branding

- Design and implement talent acquisition strategies that attract top-tier, diverse candidates.
- Manage the end-to-end recruitment lifecycle, ensuring an engaging and seamless candidate experience.
- Partner with hiring managers to forecast workforce needs and build strong talent pipelines.
- Strengthen Zimile's employer brand through targeted campaigns and talent engagement initiatives.

### 2. Succession and workforce planning

- Identify critical roles and assess internal bench strength through structured talent reviews.
- Develop and maintain succession plans aligned with organisational growth and continuity needs.
- Collaborate with leadership on future workforce capabilities and career progression frameworks.

### 3. Employee experience and engagement

- Develop initiatives that drive employee engagement, wellbeing, and retention.
- Conduct culture and engagement surveys, analyse results, and implement action plans.
- Champion recognition programmes that celebrate performance, innovation, and impact.

### 4. Performance enablement

- Lead the design and execution of performance management processes aligned with business priorities.
- Equip managers with tools and training to deliver high-quality feedback and support employee growth.
- Foster a culture of continuous feedback, coaching, and accountability.

### 5. Total rewards

- Manage compensation frameworks to ensure market competitiveness and internal equity.
- Oversee employee benefits, including wellness initiatives, medical cover, and retirement planning.
- Monitor reward trends and ensure compliance with legal and regulatory requirements.

### 6. HR governance, compliance and policy

- Develop, review, and enforce HR policies and procedures aligned with legislative requirements.

- Ensure ongoing compliance with labour laws, health and safety standards, and internal controls.
- Lead internal and external audits and mitigate employment-related risks.

## **7. Learning and organisational development**

- Identify capability gaps and implement learning interventions to support individual and team development.
- Oversee compliance with mandatory training and professional development programmes.
- Promote a growth mindset and continuous learning culture across all levels.

## **8. Equity, diversity and inclusion**

- Drive employment equity compliance and reporting requirements.
- Embed inclusive practices across the employee lifecycle, from hiring to advancement.
- Monitor and report on DEI metrics to inform strategy and progress.

## **9. HR analytics and digital transformation**

- Leverage HRIS and people analytics to generate insights and inform data-driven decisions.
- Track and report on key workforce metrics such as headcount, turnover, hiring, and engagement.
- Lead initiatives to automate and digitise core HR processes for greater efficiency and scalability.

## **10. Payroll and HR administration**

- Oversee payroll operations to ensure accuracy, compliance, and timeliness.
- Support the Payroll administrator with HR related matters in terms of adjustments to staff benefits, allowances, overtime transactions etc.
- Maintain accurate employee records and ensure data privacy standards are met.
- Partner with Finance and third-party providers to manage benefit administration and system integrations.

## **11. Health, safety and wellbeing**

- Promote employee wellbeing through tailored initiatives and organisational support programmes.
- Support compliance with Occupational Health and Safety regulations.
- Encourage participation in wellbeing and workplace safety campaigns.

## **12. HR budgeting and operational efficiency**

- Manage the HR budget, ensuring effective resource allocation and cost control.
- Monitor expenditure on talent, training, and systems.
- Identify and implement opportunities for process improvement and operational excellence.

## **13. Labour legislation and employment practices**

- Ensure full compliance with applicable South African labour legislation, including the Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, and Skills Development Act.
- Provide expert guidance to management and employees on employment law and best practice.
- Oversee and manage employee relations processes, including disciplinary procedures, grievances, investigations, and dispute resolution.
- Maintain up-to-date knowledge of changes in labour regulations and assess their impact on HR practices and policies.
- Represent Zimile in engagements with external bodies such as the CCMA or Department of Labour, where necessary.
- Implement fair and consistent labour practices that align with Zimile's values, while mitigating legal risk.

## **LEADERSHIP & KEY COMPETENCIES**

- **Strong leadership and relationship-building skills**

- **Strategic** and commercial HR mindset
- **Excellent communication** and stakeholder management
- High degree of **confidentiality, integrity, and professionalism**
- **Analytical, data-literate, and systems-savvy**
- Agile, **proactive**, and solutions-oriented
- Ability to manage **multiple priorities under pressure**

## QUALIFICATION REQUIREMENTS

- **Postgraduate qualification** in Human Resource Management, Industrial Psychology, or a related discipline.
- **Minimum 5–8 years** of progressive HR experience, including at **least 3 years** in a managerial capacity.
- **Strong understanding of South African labour legislation, HR compliance, and regulatory frameworks.**
- Proven track record in **scaling HR functions within fast-paced or project-driven environments.**
- Demonstrated experience in **HRIS implementation, HR analytics, and technology adoption.**

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