

# HUMAN RESOURCES MANAGER CAPE TOWN

## SCOPE & GENERAL PURPOSE

The Royal Portfolio is currently in the process of expanding the Human Resources team and we are looking for experienced and ambitious talent to lead the way forward.

## MAIN DUTIES & RESPONSIBILITIES

- Workforce Planning and Employment (Recruitment, Induction and Selection)
- Human Resource Development (Training & Development of Line Management)
- Rewards & Recognition (Compensation & Benefits, MA, Provident, Payroll)
- Policy Formulation (SOP, Clocking, Payroll, Leave)
- Employee and Labour Relations (IR)- (EE, SDL, Forum, WC, H&S, Union, CCMA, STATS, UIF, Contract, Discipline, Organogram, BCEA)
- Culture Champion (P&V)
- Coaching (Conflict & Wellness Support)
- Strategic Management
- Lead Performance Management
- Champion Onboarding and employee branding
- Workforce Planning and Employment
- Coaching management on coaching, counselling and
- Risk Management



THE ROYAL PORTFOLIO

At the Royal Portfolio we are passionate about our guest experience. In order to achieve our Purpose, we seek to employ exceptional individuals whose personalities reflect our Purpose & Values

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## PURPOSE & VALUES

To give our guests a complete experience and a perfect stay

### GUESTS

To be welcoming, genuine and warm  
To provide value and superior, personalised service  
To create an environment of relaxation and enjoyment

### STAFF

To have a culture of mutual respect, trust and integrity  
To recognise, reward and uplift  
To have passionate and expert staff

### COMPANY

To be financially sustainable  
To uplift local communities  
To promote conservation and protect the environment

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## ABOUT THE ROYAL PORTFOLIO

The Royal Portfolio is a collection of luxury hotels in iconic South African destinations including Royal Malewane in the Greater Kruger National Park, Birkenhead House in the whale watching paradise of Hermanus, La Residence in Franschoek and The Silo Hotel in a converted grain silo in Cape Town's V&A Waterfront.

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## REQUIREMENTS & QUALIFICATIONS

- 3 year's Bachelor's Degree in Industrial Psychology / Human Resources / Social Sciences
- Minimum of 2-3 years HR Generalist across functions
- Drivers licence and own car
- MS Office and computer literate
- Excellent communication skills
- Hospitality knowledge
- Detail orientated
- Strong planning, conflict handling and problem-solving abilities
- Managerial skills

The ideal candidate for the Human Resources position is one who can be dedicated, a leader and a team player. **Someone who will live the Purpose and Values of the Company and buy into our culture.**

[WWW.THEROYALPORTFOLIO.COM](http://WWW.THEROYALPORTFOLIO.COM)



It is important that the candidate is able to work as part of a team and is a good cultural fit for The Royal Portfolio.

South African citizenship is advantageous. A valid work permit is essential if you are not in possession of a South African ID document.

## CONNECT



To apply for this position please send your CV and a one page covering letter to:  
[careers@theroyalportfolio.com](mailto:careers@theroyalportfolio.com)