



Germiston Phase II Housing Company(PTY) Ltd.

Known as **Ekurhuleni** Housing Company
(2000/007937/07)
("the company")

Chris Hani Village, Cnr Victoria Street & Linton Jones Street, Germiston
Tel: 010 101 4675 | Email: Info@ehco.org.za | Website: www.ehco.org.za

INTERNAL/EXTERNAL ADVERTISEMENT

HR OFFICER

PERMANENT

SALARY: R750 000 TCTC

The purpose of the HR Officer role is to provide operational HR support across the employee lifecycle, including talent acquisition, onboarding, performance management, employee relations, and learning and development. The role ensures compliance with relevant labour laws and organisational policies, contributes to a productive and engaged workforce, and assists management in achieving strategic business goals through effective human resource practices.

Role Requirements

- Diploma or Degree in Human Resource Management / Industrial Psychology / Public Administration (NQF Level 6 or higher)
- Minimum **2 Years relevant HR experience**, preferably within a municipal or public sector environment

Key Responsibilities

- Recruitment and selection coordination
- Employee relations (disciplinary processes, grievances)
- Performance management support
- Training and development coordination
- HR reporting and record management
- Policy implementation and compliance monitoring
- Job evaluation and organisational structure support
- Induction and onboarding programmes
- HR systems and data management
- Data Accuracy and HR records management
- Payroll Management

Kindly note by submitting your application for the vacancy, you acknowledge that Ekurhuleni Housing Company may process your personal information in terms of the Protection of Personal Information Act no 4 of 2013 ("POPIA").

- EHC is an equal opportunity and affirmative action employer, and all appointments will be made in accordance with the Company's Employment Equity Targets.
- Interested candidates who meet the above requirements should send their applications to: **recruitment@ehco.org.za**, for attention: **EM:Corporate Services: Ms. Phindile Luswazi**.
- Correspondence will be limited to shortlisted candidates. Applicants who have not been contacted within 6 weeks of the closing date should consider their applications unsuccessful

The closing date is 21 August 2026

EHC reserves the right not to make an appointment

Non-Executive Directors: L. Mtshede (Chairperson); T. Hangana; F. Dikgale; D. Hlawula

Executive Directors: Z. Nkamana (CEO), S. Mjwara (CFO)

Company Secretary: S. Mbengo

Reg. No: 2000/007937/07