



**National Council:** Amahle Ngobese, Asisipho Mvana, Kholeka Mbalo, Mamaila Teffo, Noncedo Madubedube, Nthabiseng Mashego, Rieta Pilusha, Sibulele Henene, Sindisa Monakali, Siphелеle Qwabaza, Siphosethu Mngqibisa, Siyanda Tyuthwana, Tess Peacock, Tracey Malawana, Tsakane Sibuyi, Yana van Leeve, Zanele Modise, Zimbili Mgoqi.

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### **About Equal Education**

*Equal Education is a movement of learners, parents, teachers and community members working for quality and equality in South African education, through analysis and activism. Equal Education is organised in five provinces: Eastern Cape, Gauteng, KwaZulu-Natal, Limpopo, and the Western Cape. Equal Education works by identifying systemic and localised problems affecting the quality of education, and addresses these problems through local and national campaign; a commitment to robust political education and campaign strategising with members; and building a strong research base through primary and secondary research.*

*A democratic movement, EE's National Council, made up of learners, parents, post-school youth, and experienced activists, along with its General Secretary and Deputy General Secretary are elected at our National Congress; hosted every 3 years. The National Congress along with the National Council is mandated to direct the work EE undertakes during each 3 year period*

### **Equal Education's Culture**

*Equal Education aspires to be a place where all of our members become **conscious** and **active** participants in society who strive to **resist patriarchy, tribalism, ageism, sexism, racism and other forms of discriminatory practices that operate in our homes, communities and places of work.***

*As a member of staff, one must commit to upholding EE's principles for a safe and welcoming work environment. Our principles aim to create an environment that enables **growth**, is **inclusive and safe** for all who pass through the organisation.*

***Equal Education (EE) seeks to appoint a Human Resources Officer to be based at its national office in Khayelitsha, Cape Town.***

### **Human Resources Officer:**

The position is situated within the Operations Department at EE. The Human Resources Officer is responsible for providing human resource related strategic direction to meet departmental objectives and contributing to the broader objectives of the organisation. This role is ideal for a young, socially



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minded individual looking to utilise their professional skills in advancing a youth-led struggle for an equal and just South Africa.

### Responsibilities:

- Support the development, implementation and monitoring of EE's HR policies and systems.
- Oversee recruitment, including preparation of job descriptions, job adverts, managing the hiring process, and conducting interviews.
- Oversee retention, including developing effective onboarding plans for new employees, championing staff development, and promoting a conducive work environment.
- Provide guidance and support to EE's management team with performance management processes.
- Support management with disciplinary and grievance matters, including representing the organisation at the CCMA.
- Oversee and ensure an effective internal employee database, including keeping up to date employee records and files.
- Oversee Occupational Health & Safety, including ensuring compliance audits are done annually in all EE's offices.
- Ensure payroll details are accurate and submitted timeously to the payroll administrator monthly.
- Prepare regular reports for SMT, Management, EE's National Council and HR Subcommittee.
- Provide oversight and management of internships, volunteer opportunities, local and international exchange programs.
- Coordinate EE's HR Subcommittee.
- Manage the HR Administrator.
- Stay abreast of regulatory developments and codes of good practice, including but not limited to the Labour Relations Act (LRA), Basic Conditions of Employment Act (BCEA), OHS and Protection of Personal Information (POPI) Act.
- Serve on EE's Management Team, and sit in EE's Senior Management meetings, when requested.

### Skills and Competencies:

- Strong understanding of HR policies and systems.
- Excellent spoken and written communication.
- Ability to speak another South African language advantageous.



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- Training and facilitation skills.
- Monitoring & Evaluation.
- Ability to contribute to the department's strategic vision.
- Demonstrate an ability to help build internal capacity of staff and management.
- Ability to manage budgets and interpret financial information.
- Fully computer literate in Microsoft Office.
- Understanding of organisation wide goals, plans and resources.
- Ability to listen, show patience, employ compassionate decision-making.
- Possess strong interpersonal skills and emotional intelligence.
- Strong leadership skills.
- Ability to work in a team and in collaboration with different departments.
- Ability to coordinate and prioritise competing work demands.
- Ability to delegate effectively.

**Qualification and experience:**

- Qualification in Human Resources Management.
- 3-5 years experience working in the same/or similar role.
- Supervisory or management experience.
- Experience working in a donor funded environment is advantageous.
- Demonstrated interest in social movements, organising and the civil society context in South Africa, a plus.
- A valid driver's license is a must.

**Level:** This is a management level position. R312,000 to R385,000 per annum

**Application process:**

Each application should include a CV and letter of motivation. Each document must be saved with your name, surname and the type of document. E.g. xxx\_xxx\_CV. Please save all documents in .pdf format. You should motivate specifically for the position you are applying for and also detail your interest and suitability to work at EE. Generic cover letters are strongly advised against.

**Please include 3 contactable references.**

**Applications must be sent to [hr@equaleducation.org.za](mailto:hr@equaleducation.org.za)**



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**Closing date: Monday, 27 April at midnight**

You can also visit our website at [www.equaleducation.org.za/careers](http://www.equaleducation.org.za/careers)