



Job Title: Human Resources Generalist

Location: Johannesburg, South Africa

Reports to: CEO

Company Overview: Solar-Saver is a leading innovator in the renewable energy sector, specializing in Solar Photovoltaic (PV) and Battery Energy Storage Systems (BESS). Our mission is to drive the transition to sustainable energy through cutting-edge technology and exceptional customer service. We are seeking a dedicated and experienced Human Resources Generalist to join our team in Johannesburg, ensuring the highest standards of HR practices and supporting our growing workforce.

Position Summary: The Human Resources Generalist will be responsible for managing all aspects of the HR function, including recruitment, employee relations, performance management, training and development, compliance, and HR administration. This role will report directly to the CEO and will play a crucial part in fostering a positive and productive work environment. The ideal candidate will have strong HR expertise, excellent interpersonal skills, and a proactive approach to HR management.

Key Responsibilities:

1. Recruitment and Staffing:

- Develop and implement effective recruitment and retention strategies to attract and retain top talent.
- Manage the full recruitment cycle, including job postings, candidate screening, interviewing, and onboarding.
- Collaborate with department heads to identify staffing needs and create job descriptions.
- Ensure a smooth onboarding process for new hires, including orientation and training.

2. Employee Relations:

- Serve as the primary point of contact for employee inquiries and concerns.
- Foster a positive work environment by promoting open communication and resolving conflicts in a timely and professional manner.
- Conduct employee relations investigations and recommend appropriate actions.
- Organize and facilitate employee engagement activities and events.

3. Performance Management:

- Develop and implement performance management processes and tools.
- Support managers in setting performance goals, conducting evaluations, and providing constructive feedback.
- Identify and address performance issues, providing coaching and support as needed.
- Coordinate employee recognition and reward programs.

4. Training and Development:

- Assess training needs and develop training programs to enhance employee skills and knowledge.
- Coordinate and deliver training sessions on various HR topics, including compliance, performance management, and leadership development.
- Support career development initiatives and create opportunities for employee growth.

5. Compliance and HR Policies:

- Ensure compliance with local labor laws and regulations.
- Develop, implement, and update HR policies and procedures.
- Maintain accurate and up-to-date employee records.
- Conduct regular audits to ensure HR practices are in line with company policies and legal requirements.

6. HR Administration:

- Manage HR-related administrative tasks, including payroll, benefits administration, and leave management.
- Prepare and analyze HR reports and metrics to support decision-making.
- Handle employee offboarding processes, including exit interviews and termination paperwork.
- Support the CEO and other senior leaders with HR-related projects and initiatives.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Minimum of 4 years of experience in an HR generalist role, preferably within the renewable energy or construction sectors.
- Strong knowledge of local labor laws and HR best practices.
- Excellent communication, interpersonal, and problem-solving skills.
- Proficiency in using HR software and Microsoft Office Suite.
- Ability to work independently and as part of a team.
- Strong organizational and time management skills.
- HR certification (e.g., SHRM-CP, PHR) is preferred but not required.



Skills and Competencies:

- Detail-oriented with strong analytical and problem-solving abilities.
- Ability to handle sensitive and confidential information with discretion.
- Strong leadership and coaching skills.
- Ability to manage multiple tasks and prioritize effectively.
- Commitment to fostering a positive and inclusive work environment.

Application Process: Interested candidates are invited to submit their resume and a cover letter outlining their qualifications and experience to careers@solar-saver.net.