



**VACANCY  
HR CONSULTANT (X2)  
CAPE TOWN and PRETORIA/ MIDRAND**

**Tellumat (Pty) Limited**, a leader in business delivering competitive technology solutions to the Communications, Defence and Contract Manufacturing markets worldwide, requires a Human Resource Consultant for the **Human Resource Division based at White Road Retreat and Pretoria/Midrand.**

**Minimum Requirements:**

- Relevant Tertiary Qualification in Human Resources Management
- 4-5 Years experience in Industrial Relations, Performance Management Systems, Organizational Development, Recruitment and Selection Skills Development and Training
- Computer literacy (Intermediate level)
- Valid code 08 driver's license

**Recommended competencies/skills:**

- VIP/Payroll experience
- Unionized background is advantageous
- Effective interpersonal skills
- Ability to communicate effectively in English
- Ability to work independently

**Key responsibilities include *inter alia* – KPA's**

- Co-ordinate and implement recruitment and selection
- Ensure efficient and effective processing of HR administration
- Co-ordinate and plan training and development - skills development
- Ensure effective and efficient management of employee performance
- Ensure compliance with legislation and company policies and procedures
- Identification and management of change management initiatives

Should you meet the requirements and wish to be considered an applicant for this position, please email a comprehensive CV to Merle Kemp at [mkemp@tellumat.com](mailto:mkemp@tellumat.com) or fax to (021) 710 2965.

**Employment Equity will be considered when making the appointment.**

