

## HR Manager

*Where: Southern Africa*

*Language: English*

### What:

As the language development work grows and expands throughout the southern parts of Africa, it will take a team of personnel administrators to serve and care for an ever-increasing number of national and expat staff. We are looking for a person with administrative gifts and the people skills to work closely with a diverse community. If your interest lies in serving others, through praying, mentoring, training and preparing people to serve well, this position may be just right for you! Location: Johannesburg

### Responsibilities:

- Providing strategic human resource planning to the group leadership and others.
- Providing guidance and assistance in various staff-related activities and personnel processing.
- Understanding and applying existing personnel policies and procedures appropriately
- Developing and maintaining organized, accurate records of communications
- Maintaining the personnel database with accurate and up-to-date information
- Maintaining an adequate and concise flow of information with related departments

Special skills needed: **(Essential) Self-motivated** personality. Excellent **Christian** Testimony. **(Desirable)** Experience working in a **cross-cultural context**. Relevant **experience and/or qualification**.

Please note that this job is non-salaried, unless otherwise stated. A successful applicant will be required to raise his or her own financial support from interested friends, family and churches.

Minimum Age: 25

How long: **12 months or more**

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