



HUMAN RESOURCES MANAGER

The Playhouse Company, situated in Durban, is looking to fill the position of **Human Resources Manager**.

The position is ideally suited to a seasoned Human Resources practitioner with extensive Industrial Relations experience who has successfully managed complex labour relations matters within a unionised organisation and regularly represented employers in CCMA proceedings.

The suitably qualified and experienced incumbent will be responsible for the undermentioned Key Performance Areas

- Manage the HR team in the execution of the HR Operational Plan,
- Provide HR guidance and advice to Management on the Human Resources strategy and operational plan.
- Manage organisational compliance with all applicable labour legislation and governance requirements.
- HR manager to handle all HR and IR related legal matters.
- Lead the processes in respect of recruitment, performance management, Skills Development, Employment Equity, Employee Wellness, workforce planning and succession planning
- Manage all Industrial Relations matters, including disciplinary enquiries, grievances, collective bargaining, consultations and dispute resolution.
- Represent the organisation at the CCMA and other dispute resolution forums.
- Build and maintain constructive relationships with recognised trade unions.
- Develop and implement HR policies and procedures where required
- Manage the HR operational budget and service delivery;
- HR Administration and Reporting utilizing Microsoft Office
- Build and maintain a positive culture within the organisation

Qualifications & Experience:

- Post graduate degree in human resources management, Industrial & Organisational Psychology and extensive working knowledge in labour law
- Minimum 7 years working experience at Human Resources managerial level and in a unionised environment
- Demonstrable expertise in Industrial Relations, Labour Relations Act, BCEA, Employment Equity Act, dispute resolution, disciplinary and grievance procedures, and other relevant legislation.
- Proven Experience in representing an employer in CCMA proceedings including providing guidance and support throughout the dispute resolution process.
- Experience within a Public Entity and knowledge of PFMA governance requirements will be a distinct advantage.

Competencies:

The successful candidate must demonstrate:

- Exceptional Industrial Relations and labour law expertise.
- Strong negotiation and conflict management skills.

- Strategic leadership and sound judgement.
- High ethical standards and integrity.
- Excellent verbal and written communication and stakeholder engagement skills.
- Advanced proficiency in Microsoft Office (Word,Excel,PowerPoint and Outlook)
- Ability to operate effectively in a highly regulated and unionised environment.

This Job Specification indicates only the main duties and responsibilities of the position and therefore is not intended as an exhaustive list.

By applying for this position, you consent in terms of the Protection of Personal Information Act (POPIA) to your personal information being obtained, utilized, verified and stored by the company.

*Interested people are invited to apply using the Company Web site (under "Vacancies"- "Application" Upload CV, then follow the instructions) **by no later than Wednesday, 26 August 2026***

NB: Only shortlisted candidates will be contacted. If you are not contacted within three weeks from the closing date of the advert, assume that your application has been unsuccessful.

"THE PLAYHOUSE COMPANY IS AN EQUAL OPPORTUNITY EMPLOYER"