



Vacancy: Senior HR Officer – M5646

Location: BMG World, Johannesburg, Gauteng

Closing Date: 20 July 2026

ROLE PURPOSE

A Senior HR Officer provides Human Resources (HR) advice, guidance and support to management and employees, assisting the divisions within BMG to achieve their business objectives in compliance with HR legislative requirements. The role also provides excellent customer service to all stakeholders in terms of HR support.

KEY RESPONSIBILITIES

1. Communication

- Respond to and follow up on all enquiries by email, telephone and personal visits as required.
- Demonstrate a strong customer service focus and quality communication and output in all interactions with key stakeholders and external contacts.

2. Support the Performance Management Process

- Guide the compilation and agreement of performance profiles according to specified timeframes.
- Advise on the Performance Management process in accordance with agreed schedules and policy.
- Provide advice to management on performance-related issues in accordance with best practice and policy requirements.
- Provide guidance on the implementation of personal development plans and training interventions.

3. Maintain Sound Employee Relations

- Review employee information and documents collected throughout the employee life cycle.
- Attend to general requests and queries from internal and external customers.
- Provide all parties with relevant and accurate HR documentation timeously.
- Adhere to POPIA.



4. Recruitment and Selection

- Review all vacancies on the Talent Acquisition tracking system within stipulated timeframes after receiving recruitment requests from line managers.
- Check recruitment request forms are completed correctly with all supporting documentation attached.
- Ensure recruitment documentation is complete before obtaining required approvals.
- Accurately match new appointments according to job specifications, approved structures, budget and organisational fit.
- Participate in at least one interview before any candidate is employed.
- Discuss candidate suitability with line managers following interviews.
- Ensure pre-employment checks are completed before offers are made.
- Facilitate the administration process relating to the engagement of new employees.
- Monitor that recruitment and selection activities comply with Employment Equity targets and legislative requirements.

5. Industrial Relations (IR)

- Provide first-line support on employee relations matters, including disciplinary processes, grievances, absenteeism, and policy interpretation, ensuring compliance with labour legislation and company policies.

6. Payroll Administration

- Submit accurate and complete payroll input, including new appointments, terminations, salary amendments, allowances, overtime, leave transactions and deductions, within stipulated payroll deadlines.
- Liaise with Payroll to ensure employee records are updated accurately and payroll-related queries are resolved timeously.
- Verify payroll reports for accuracy and maintain confidentiality of all payroll information.

7. Complete HR Projects

- Complete all project requirements and assist with project-related activities as allocated by the manager.
- Monitor and track project progress according to project plans.
- Complete tasks within allocated timeframes while ensuring quality deliverables.
- Report on and resolve risks that may delay project completion.



8. Facilitate Organisational Change Initiatives

- Advise line management on the impact of restructures and facilitate change management sessions.
- Ensure line management follows procedures regarding organisational restructuring and changes.
- Analyse whether organisational requests align with business needs and approved headcount.
- Facilitate approval for additional headcount and assist management with motivations.
- Update organisational structures following approved headcount changes.
- Ensure divisions achieve headcount targets and remain within salary budgets.

9. Maintain HR Information Requirements

- Conduct exit interviews and provide feedback on trends.
- Provide advice and guidance on Employee Assistance Programmes (EAP) and wellness programmes.
- Respond to internal customer queries within agreed turnaround times.
- Submit monthly HR reports by due dates.
- Update Labour Relations reports upon receipt of documented offences.
- Ensure HR records are accurately maintained and filed.
- Monitor HR system data integrity and inform payroll of required changes.
- Ensure employee benefit administration is accurate and up to date.
- Submit complete and accurate payroll inputs within deadlines.
- Compile monthly HR reports, leave reports and HR scorecard statistics.
- Ensure leave balances are accurate.
- Guide and assist managers regarding leave management.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Grade 12 Certificate (NQF 4).
- Bachelor's Degree or Diploma in Human Resources (advantageous).
- 5 - 6 years' experience in an HR Generalist role.
- Strong knowledge of HR best practices and labour legislation
- Excellent stakeholder management and influencing skills
- HR Information System (HRIS)
- Payroll System (e.g. Sage 300 People, VIP Payroll)
- Applicant Tracking System (ATS)



- Microsoft Office Suite (Excel, Word, PowerPoint, Outlook)
- Employee Self-Service (ESS) Portal
- Document Management System
- Attention to detail.
- Innovative, creative and solution-focused.
- Ability to establish effective teamwork.
- Effective communication skills.
- Customer-orientated.

Should you have the necessary skill set, attach a brief CV to: vacancyapplications@bmgworld.net – REF: **Senior HR Officer – M5646** must be quoted in subject of the e-mail. All internal applicants are required to complete an IVAF form signed off by line manager prior to submitting application.

If you have not received notification regarding your application within 2 weeks, please accept that your application was unsuccessful.