

Petroleum Agency SA

Petroleum Agency SA ("PASA") a subsidiary of CEF SOC Limited, is responsible for promoting and regulating the exploration and production of oil and gas (petroleum) resources within the Republic of South Africa, both on-shore and off-shore, on behalf of the Government in terms of the Mineral and Petroleum Resources Development Act (MPRDA). The PASA offices are based in Cape Town. The Human Resources Business Partner position reports to the Chief People Officer.

HUMAN RESOURCES BUSINESS PARTNER (HRBP) (Three-year Fixed Term Contract)

JOB PURPOSE: The purpose of the job is to manage and advise on the implementation of Human Resources functions within departments by ensuring that managers are provided with the necessary information, procedures and capacity to manage the staff and systems in their areas of responsibility whilst ensuring compliance with HR guidelines, legislation and policies.

KEY PERFORMANCE AREAS (KPA's): The KPA's for the role are, amongst others, the following:

- Provide proactive HR advice and solutions to line management for operational implementation.
- Guide and facilitate inclusion of departmental inputs into the HR Strategy, plans and policies, and their implementation thereof.
- Manage the implementation and application of HR policies, procedures, and practices in line with labour legislation and internal governance frameworks.
- Provide guidance to line management on employee relations matters, including discipline, grievances, incapacity, and performance management.
- Manage and coordinate union relations, internal disciplinary hearings, grievances and CCMA referrals.
- Coordinate the Employment Equity Committee activities including the submission of reports to the Department of Employment and Labour.
- Participate in various internal meetings and provide guidance on human resources matters.
- Coordinate the recruitment and selection processes to meet departmental staffing needs and the onboarding process.
- Coordinate and oversee the job evaluation process to ensure fair and consistent implementation.
- Analyse HR data and prepare reports to support informed decision-making.
- Promote a positive organisational culture and employee engagement.
- Ensure compliance with labour laws and internal controls.

QUALIFICATIONS / EXPERIENCE: The following requirements are essential: **Qualifications:** A degree in Social Sciences, Human Resources/ Industrial Psychology. **Experience:** At least six (6) years' experience as an HR Business Partner operating at a senior level. **Technical/Expert knowledge:** In depth knowledge of labour legislation (including the LRA, BCEA, EEA, COIDA, OHSA etc and applicable regulations. Knowledge of recruitment, assessment and selection processes and job grading systems. **Competencies Required:** Accountability and Ethical Conduct, Action and Outcome Orientation, Problem Solving, Analytical Ability, Detail Orientation, Interpersonal Relationships, Client Orientation and Customer Focus, Initiative.

If you meet the above requirements email your application with a Covering Letter and detailed Curriculum Vitae with three contactable referees to: hrrbp-recruitment@petroleumagencycsa.com

Preference will be given to candidates from designated groups in terms of national labour legislation. Only shortlisted candidates will be contacted for interviews.
If you do not hear from us within 4 weeks of the closing date, please consider your application unsuccessful.

The deadline for the applications is **Friday, 29 May 2026 at 16h30**, and late applications will not be considered.

