

Overview:

Our client is a fast-growing fintech offering international money transfer and investment solutions, currently scaling quickly and refining its operations. This remote, South Africa-based role owns HR end to end: policy, performance management, employee relations, recruitment, L&D and the HRIS platform. Reports to the Chief of Staff.

Responsibilities:

- Lead HR policy design and ensure compliance with South African labour legislation
- Own the end-to-end performance management cycle
- Provide strategic HR business partnering, including workforce planning and succession planning
- Manage employee relations end to end, including grievances and CCMA referrals
- Oversee recruitment and onboarding, including FSCA Fit & Proper requirements
- Lead and develop the People Operations team
- Own HR reporting and people analytics for leadership and the board
- Drive employee engagement, culture and wellness initiatives
- Own the Learning & Development function
- Administer and manage the HRIS platform end to end

Requirements:

- A relevant tertiary qualification in HR, Industrial Psychology or a related field
- 3 to 5 years' experience in a Human Resources environment
- Strong attention to detail and accurate process documentation
- Clear written and verbal communication skills
- An analytical, structured mindset with an interest in process improvement
- Ability to work collaboratively across teams and manage multiple priorities
- Comfortable in a fast-moving, scale-up environment with evolving priorities
- Experience managing an HRIS platform is beneficial
- Exposure to regulatory or compliance-linked HR (e.g. FSCA) is beneficial
- Financial services exposure is advantageous