



# HR MANAGER

**Position:** HR Manager  
**Reporting Line:** Head of People and Market Development

## **Join Our Team at FS Systems - We Protect Lives and Assets through Technology!**

FS Systems has been on a journey for more than 50 years to protect lives and assets through cutting-edge fire and enterprise security technology. We're looking for a dynamic and visionary HR Manager to join us on this journey. If you're someone who thrives in a challenging, fast-paced environment and wants to be part of a company that values innovation, integrity, and excellence, then this is the role for you.

## **Who We Are**

At FS Systems, we specialize in providing end-to-end Life Safety and Electronic Security Solutions for commercial clients. Our services include the design, installation, and maintenance of Life Safety Systems and Electronic Security Systems across Southern Africa. We pride ourselves on our commitment to innovation, excellence, and delivering top-tier solutions to our clients.

## **Why FS Systems?**

- **Innovative Environment:** Work with the latest technology in security and life safety systems and be at the forefront of innovation in our industry.
- **Growth Opportunities:** We believe in nurturing talent and providing opportunities for personal and professional growth within a supportive team environment.
- **Team Collaboration:** Be part of a team that values collaboration, integrity, and a commitment to delivering top-notch service to our clients.
- **Results-Oriented Business:** At FS Systems, we believe that with autonomy comes the responsibility of delivering results. You will have the freedom to manage your tasks, but with that freedom comes the expectation to consistently achieve excellence.

## **Purpose of this Role**

The HR Manager will play a pivotal role in fostering a high-performing, values-driven organizational culture that supports the achievement of strategic company goals. Reporting to the Head of People and Market Development, the HR Manager will oversee recruitment, HR administration, onboarding, performance management, and employee engagement, ensuring these functions are aligned with the organization's business needs. This role will also contribute to learning and development initiatives, wellness programs, and the optimization of HR systems and processes to drive organizational success. The HR Manager will ensure that HR strategies are effectively aligned with overarching business objectives, enabling sustainable growth and a thriving workforce.

## **Key Responsibilities:**

### **1. Recruitment and Talent Acquisition**

- Manage the end-to-end recruitment process, ensuring timely hiring to meet business needs.
- **Forecast Talent Needs:** Collaborate with leadership to anticipate future workforce requirements based on business growth plans; and actively build a talent pipeline.
- Develop and manage succession plans and talent acquisition strategies.

### **2. HR Administration and Compliance**

- Maintain accurate employee records, contracts, and other HR documentation in compliance with labour laws and company policies.
- Ensure smooth execution of day-to-day HR administrative tasks, including leave management, payroll coordination with finance, and employee queries.

- Liaise with internal relations partners to address employee relations matters and ensure compliance with organizational policies.

### **3. Culture and Employee Engagement**

- Drive initiatives to enhance employee engagement and satisfaction, including regular surveys.
- Champion a values-driven organizational culture through strategic programs and events.
- Lead wellness initiatives that support employee well-being and work-life balance.

### **4. Performance Management**

- Implement and manage a robust performance management system that aligns individual goals with organizational objectives.
- Manage and oversee annual employee Individual Development Plans.
- Train and support managers in conducting effective performance reviews and development discussions.

### **5. Learning and Development**

- Collaborate with leadership to identify training needs and assist in delivering impactful learning and development programs. Identify and deliver training programs that address skill gaps.
- Measure and report on the ROI of training initiatives, demonstrating their impact on performance and growth.

### **6. HR Systems and Processes**

- Manage and optimize HR systems and tools to enhance operational efficiency and data accuracy. Ensure HR processes are streamlined, user-friendly, and aligned with business needs.

### **7. Wellness and Employee Support**

- Design and implement wellness programs that promote physical, mental, and emotional well-being. Manage the organisations Employee Assistance Program.
- Act as a resource for employees seeking support or guidance on HR and wellness-related matters.

### **8. Collaboration and Leadership**

- Partner with department leaders for workforce planning, engagement, and talent development.
- Provide strategic HR insights to leadership to support business growth and employee satisfaction.

### **Minimum Requirements (What We Need from You)**

- Bachelor's Degree in Human Resources, Business Administration, or related field (Master's degree preferred).
- Minimum 5 years of experience in HR management or related roles.
- Experience in Recruitment and Talent Acquisition
- Comprehensive knowledge of HR practices, labour laws, and compliance requirements.
- Proficiency in HRIS and other HR tools and systems.
- Strong interpersonal and communication skills with the ability to build trust.
- Analytical mindset with a proven ability to measure and improve HR metrics.
- Strong project management skills with the ability to handle multiple priorities effectively.
- Must be willing to travel within South Africa.

### **Ready to Join Us?**

If you're ready to take on the challenge and be part of a company that's redefining the Life Safety and Security industry across South Africa, apply today! At FS Systems, we believe in rewarding talent and hard work, so if you have what it takes, we want to hear from you. FS Systems is an Equal Opportunity Employer. We encourage applications from all backgrounds and are committed to fostering a diverse and inclusive workplace.