



Job Advert

HR Business Partner Permanent

The HR Business Partner plays a strategic role in supporting the organisation across key human resource functions. This includes leading Labour Relations to promote a positive and compliant workplace culture, as well as ensuring fair and effective dispute resolution. In addition, the HR Business Partner manages Payroll and Remuneration as well as ensuring alignment with legal and organisational standards. The role is also accountable for overseeing HR compliance, supporting budgeting processes to ensure optimal allocation of financial resources, and maintaining the integrity and efficiency of the Human Resource Information System (HRIS). In addition, the HR Business Partner is responsible for managing the recruitment of senior-level positions and driving the Performance Management process to support employee development and organisational performance.

Dimension	Job Requirements
Thinking Ability	<ul style="list-style-type: none">▪ Ability to comprehend, develop and communicate abstract concepts▪ Ability to correctly communicate detailed information and instruction to others▪ Operate comfortably in an environment of high levels of ambiguity▪ Ability to reduce ambiguity to a few, well thought out scenarios and to communicate these effectively
Academic Qualifications and Background	<ul style="list-style-type: none">▪ A Degree in Human Resources Management, Industrial or Organisational Psychology▪ A background in Hospitality Human Resources in a 5-Star Luxury Hotel/Lodge environment
Work Experience	<ul style="list-style-type: none">▪ 5 Years' experience in the Human Resource function in a hospitality environment.▪ Extensive experience in Labour Relations▪ Payroll experience (SAGE 300 People)▪ Valid Driver's license
Language	<ul style="list-style-type: none">▪ Proficiency in at least two of the three official languages of the Western Cape would be advantageous due to the operational nature of the role.
Job technical Skills	<ul style="list-style-type: none">▪ Strategic Planning▪ Proficient user of Microsoft Office Software▪ Proficient user of Sage People 300 Payroll software▪ Conversant with Hospitality and Human Resource technical terminology▪ Conversant with Hospitality organisational structures and roles▪ Experienced in preparing organisation wide annual plans including budgets▪ Competent in correctly developing and ensuring policies, processes and standards are implemented and applied across the organisation
Personal Qualities	<ul style="list-style-type: none">▪ Models excellence of Human Interaction, Emotional Intelligence and Leadership▪ Displays a heightened sense of justice and 'fair-play'▪ Displays a sense of urgency and dedication to meeting the needs of others▪ Strong Organisational skills▪ Strong Negotiation skills▪ Demonstrates high integrity and excellence in personal habits

CONSENT TO PROCESS YOUR INFORMATION:

By sending us your application, Curriculum Vitae, academic records, qualifications, or any other personal information as defined by POPIA:

1. You have disclosed up to date and accurate records; and
2. You agree to us keeping your records in our data base as per our Retention Policy.

Declaration:

By agreeing to the terms herein, you give Sanbona the authority to process your personal information. This consent will remain valid until such time as we have received instructions from you to request, subject to any applicable law and where appropriate, the correction, updating or deletion of your personal information held by us. You further acknowledge and declare that all personal information supplied to Sanbona is accurate, up to date, not misleading and complete in all respects

	<ul style="list-style-type: none"> ▪ Does not make judgements about people based on their views, habits, and personal preferences ▪ Displays an ability as a natural mediator and resolver of conflict ▪ Ability to demonstrate a flexible approach to getting work done, adjusting to changing circumstances and demands ▪ Emotionally stable, even tempered and calm when placed with challenges ▪ Maintains positive outlook in most challenging situations and circumstances
Physical Abilities	<ul style="list-style-type: none"> ▪ High levels of mental endurance

Sanbona shall apply the employment equity principles as set out in the Employment Equity policy and Plan.

*Interested applicants should submit a comprehensive Resume/ CV with all supporting documents to careers@sanbona.co.za by no later than **9 June 2026**.*

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