

**THE GAUTENG TRANSPORT AUTHORITY (TAG)** is a Gauteng Provincial Government Entity established in terms of section 3 of the Gauteng Transport Authority Act, no. 2 of 2019 and scheduled as a PFMA 3c entity effective 1 October 2024. The Functions of the Authority are to: (a) undertake strategic transport and integrated planning for transport in the Province; (b) promote the development of an integrated and accessible public transport network in the Province; (c) regulate public transport fares in the Province; and (d) secure the - (i) provision of public passenger transport services; (ii) provision of public transport infrastructure; (iii) provision of an integrated ticketing and information system for public transport; (iv) effective management of traffic; (v) effective management of transport demand; (vi) development and implementation of a single public transport insignia; (vii) collection of statistical data and information on transport; (viii) conduct of research on transport; and (ix) fostering of good relations and co-operation with and between various organs of state. (2) The Authority may do all such things that may arise out of or are consequential on or are necessary or expedient for the performance of its functions or are ancillary thereto. (3) The responsible Member may, with the consent of the Board, by notice in the Provincial Gazette confer on the Authority such additional functions in relation to transport as may be appropriate' to achieve the objects of this Act and the objectives of the Authority.

**Remuneration:** The TAG offers competitive market-related salaries on a Total Cost to Company in line with the DPSA Scales.

**Closing Date:** 03 April 2026

## HC BUSINESS PARTNER – 12 MONTHS FIXED TERM CONTRACT

**Location:** Midrand, Gauteng

**Reporting to:** Acting Chief Human Capital Officer (CHCO)

**Organisation:** Gauteng Transport Authority (TAG)

### Purpose of the Role

To provide operational Human Capital support to the organisation by coordinating and managing end-to-end recruitment processes during the mass recruitment period, ensuring compliance with organisational policies, and supporting the timely appointment and onboarding of suitable candidates.

### Key Performance Areas

- To coordinate and manage the end-to-end recruitment process to support organisational resourcing needs, ensuring compliance with Human Capital policies and procedures, and enabling the efficient onboarding of employees.
- Coordinate recruitment activities including advertising, screening, shortlisting, and interview processes.
- Ensure timely and efficient filling of vacancies in line with approved, organisational structures.
- Facilitate onboarding and integration of new employees.
- Ensure compliance with labour legislation, organisational policies, and governance frameworks.
- Provide support and guidance to line managers on recruitment processes and best practices.

### Minimum Qualification and Experience

#### Qualifications

- Bachelor's degree in Human Resource Management / Industrial Psychology or a related field.
- Professional Membership with a recognised HR professional body.

#### Experience

- Minimum of 5 years' experience in Human Resources, with at least 3 years in recruitment and selection.

- Experience in high-volume or mass recruitment processes.
- Experience within the public sector or public entities environment will be an added advantage.

#### Preferred Knowledge and Skills

- In-depth knowledge and understanding of recruitment and selection processes.
- Understanding of labour legislation and HR governance frameworks.
- Understanding of public sector recruitment processes.
- Knowledge of HR policies, procedures, and systems.
- Strong administrative and coordination skills.
- Report writing and data management skills.

#### Ability to work under pressure and meet Critical/Core Competencies

- Business Acumen
- Planning and Organising
- Attention to Detail
- Relationship Building and Networking
- Results Oriented
- Problem Solving and Analytical Thinking
- Communication Skills (Verbal and Written)
- Stakeholder Management
- Professionalism and Ethical Conduct

#### HOW TO APPLY

Please click the link below to apply:

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