

<b>Job Title:</b>	HR Officer - Permanent
<b>Organisation:</b>	NEMISA
<b>Department:</b>	HR
<b>Location:</b>	Gauteng Parktown
<b>Salary Range:</b>	Grade 9 (459 254,60)
<b>Upward Reporting Relationships:</b>	HR Manager
<b>Reference Number:</b>	NEM-25/06/2018/HRO

### MAIN PURPOSE OF JOB

To coordinate and provide human resources services to ensure that the Institute's people management practices are aligned to the legislative framework and benchmarked and best practice standards. Provide transactional support and comprehensive guidance to the organisation and employees on HR related matters.

### JOB OBJECTIVES

- Coordinate and draft advertisements for vacant positions based on approved job requirements
- Coordinate response handling of applicants, and scrutinise information against required standards in drafting a short-list for consideration
- Conduct pre-employment verification screening including references, identity and credit checks
- Coordinate the logistics and interview panel for the interviewing process and inform all stakeholders accordingly
- Inform all candidates of the outcome of the interview, and selection process within appropriate timeframes
- Coordinate and collate all relevant and required information from selected employees, and ensure accurate capturing of data on the HR system
- Act as point of contact for any candidate queries during the recruitment and selection process
- Coordinate the issuing of all offer letters and employee contracts to potential employees
- Coordinate and collate all relevant and required information from selected employees, and ensure accurate capturing of data on the HR system
- Ensure all paperwork is comprehensively completed and relevant information provided to payroll and benefits providers for processing
- Provide line managers with induction templates and new starter checklist to ensure a smooth on-boarding process for the new employee
- Conduct induction meetings with new employees and liaise with line managers and mentors to ensure they are aware of their responsibility in the induction process
- Administer the probation process ensuring managers know when review meetings need to take place

Tel: + 27 - 11 484 0583, Fax: + 27 - 11 484 0615, Physical Address: 21 Girton Road, Parktown, Postal Address: P.O. Box 545 Auckland Park, Johannesburg 2006, [www.nemisa.co.za](http://www.nemisa.co.za)

Non-executive Directors: Prof Walter Claassen (Chairperson); Prof Manoj Maharaj; Ms Sarien Kersh; Ms Nelisiwe "Ncedi" Mkhalihi; Mr Phuti Phukubje and Mr Lucas Mello  
Executive Directors: Ms Mymoena Ismail (CEO); Mr Thilivhali Ramawa (CFO)  
Company Secretary: Ms Mapula Thebethe

Reg no. 98/14825/08



- Ensure that all salary information is accurate and captured accordingly within agreed time frames
- Assist in the monthly processing of salary information
- Compile and submit all statutory salary deductions to finance for payment processing
- Keep abreast with developments in employee benefits and make recommendations to the management for best practice
- Coordinate employee benefits and deductions, and ensure that information is submitted to relevant business unit and service providers for actioning
- Provide advocacy to employees regarding employee benefits, and salary queries
- Ensure that employees are informed of any changes to benefits, and/or benefits service providers accordingly
  
- Provide support to the HRM Manager in identifying training and development needs for all business units
- Assist in the sourcing of appropriate training and skills providers to close needs gaps
- Coordinate training interventions and ensure that employees are informed regarding relevant logistics
- Update the Institute's and employee's records after the completion of training interventions
- Update Workplace Skills Plan information
  
- Handle all initial contact into the HR department, relaying onwards as appropriate
- Liaise with relevant authorities on tax, benefits and compulsory deductions
- Liaise and build report with recruitment agencies for job placement
- Ensure that all employees are updated on any legislative and related policy changes
- Assist employees in engaging with relevant authorities relating to salary and benefits
  
- Prepare all letters or contracts for any changes to employee terms and conditions
- Support the implementation of HR systems and databases; enter data and maintain these accordingly
- Prepare, as required, management reports on employee-related data to assist with the management and development of staff
- Provide general administration support to the HR department as required including typing memos, filing, telephone answering, scanning, photocopying and emails
- Ensure electronic and paper-based staff files are maintained and filing is completed in a timely manner
- Assist in the development of various HR policies and procedures
- Maintain all HR related files and database.

**Education: Formal Qualifications**

*Education involves the acquisition of knowledge and skills through learning where subject matter is imparted systematically. Formal qualifications are obtained by studying at formal institutions e.g. universities, Technikons, colleges, etc.*

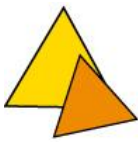
**Level of Education:**

Diploma in Human Resources Management

**Job related Work Experience**

*Experience is obtained through opportunities for exposure and practice at work. It includes all working experience that has some bearing on the job and is not restricted to the current organisation. Supervised on-the-job training, internships and learnerships are incorporated within this category.*

2+ years' experience in general Human Resources Administration.



### Job related Knowledge

*Job-related knowledge is typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). It includes knowledge of facts, data and information and understanding the rationale behind models, theories and principles.*

- Recruitment and Placement processes
- Knowledge of effective time management, prioritizing and forward planning
- Understanding of HR processes and procedures
- Personable with excellent verbal & written communication skills
- Human Resource Systems
- Internet Software
- Knowledge of Labour related legislation

### Job related Skills

*Job-related skills are typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). Skills refer to how to do things. They are demonstrated in the application of techniques and procedures.*

- Computer literate (MS Office)
- Report Writing
- Personable with excellent verbal and written communication skills

### Important note:

- Please email though comprehensive CV and certified copies of Qualifications/Supporting documents to: [Recruitment@nemisa.co.za](mailto:Recruitment@nemisa.co.za)
- If you do not hear from us within one week of the closing date, please regard your application as unsuccessful.
- Preference will be given to historically disadvantaged applicants.
- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to short listed candidates.
- NEMISA reserves the right not to make an appointment.
- Closing Date: 29 June 2018 (16:00pm)

*We are committed to Employment Equity when recruiting internally and externally. It is company policy to promote from within wherever possible. Therefore, please be aware that internal candidates will be considered first before reviewing external applicants, if this supports achievement of our Employment Equity goals.*