

Job Title:	Human Resource Administrator (12 Months Fixed Term Contract)
Organisation:	NEMISA
Department:	Human Resource Management
Location:	PARKTOWN, Johannesburg
Salary Range:	Level 7, Notch 1
Upward Reporting Relationships:	Human Resource Manager
Reference Number:	NEM05/13/03/2019

MAIN PURPOSE OF JOB

To provide human resource support to ensure that NEMISA's people management practices are aligned to the legislative framework and benchmarked and best practice standards. Provide transactional support and guidance to employees on human resource related matters.

JOB OBJECTIVES

- Assist with drafting and placing of advertisements for vacant posts
- Coordinate response handling
- Conduct pre-employment verification checks
- Coordinate logistics for interviews and inform the interview panel and candidates accordingly
- Provide secretariat support during the interview
- Draft submission to secure appointment of the recommended candidate
- Coordinate the issuing of offer letters and employee contracts to potential employees
- Send out regret letters to unsuccessful candidates
- Coordinate and collate all relevant and required information from selected employees, and ensure accurate capturing of data on the Human Resource System
- Ensure all the paperwork is comprehensively completed and relevant information provided to payroll for processing
- Assist with updating NEMISA's employment equity profile

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

Non-executive Directors: Prof Walter Claassen (Chairperson); Prof Manoj Maharaj; Ms Sarien Kersh; Ms Nelisiwe "Ncedi" Mkhalihi; Mr Lucas Mello
Executive Directors: Mr Phuti Phukubje (Acting CEO); Mr Thilivhali Ramawa (CFO)
Company Secretary: FluidRock Advisory (Pty) Ltd (Acting Company Secretary)



- Assist in identifying training and development needs for all business units
- Assist with updating employee's records after completion of training interventions
- Assist with updating Workplace Skills Plan
- Assist with capturing performance agreements and performance assessments on the system
- Provide general administration support to the Human Resource Unit as required, including typing memos, filing, telephone answering, scanning, photocopying and emailing.
- Assist in the development of human resource policies and procedures
- Maintain all human resource related files and database

<p>Education: Formal Qualifications</p> <p><i>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.</i></p>		
<p>Level of Education:</p>	<ul style="list-style-type: none"> • Matric/ Grade 12 • Three year National Diploma/ Degree in Human Resource Management/ Human Resource Development/ Management of Training or equivalent qualification • A Certificate in Sage VIP (Premier HR) 	
<p>Job related Work Experience</p> <p><i>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.</i></p>		
<ul style="list-style-type: none"> • Minimum experience of 1 to 2 years in human resource generalist role • Minimum experience of 1 to 2 years in working on the Sage VIP (Premier HR) 		



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 selection processes
- Understanding of human resources processes and procedures
- Knowledge of the Sage VIP (Human Resource Premier)
- Knowledge of labour related legislations, amongst others; Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act and Skills Development Act

and

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 skills
- Communication skills (Verbal and written)

Important note:

- Please email though comprehensive CV and certified copies of Qualifications/Supporting documents to: hadministrator@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.
- **PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY**
- Closing Date: **20 March 2019 (16:30 PM)**

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, provided that this supports achievement of our Employment Equity goals.