



Job Title:	Human Resources Assistant (non-permanent)
Organisation:	NEMISA
Department:	Human Resources
Location:	Gauteng Parktown
Salary Range:	6
Upward Reporting Relationships:	Human Resources Manager
Reference Number:	NEM-15/2021

MAIN PURPOSE OF JOB

To perform administrative tasks and services to support effective and efficient operations of the organisations Human Resource Department.

JOB OBJECTIVES

- Prepare the recruitment documents prior the motivations are approved
- 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
- 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
- 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
- Continuously check if all recruitment and personal files have all required documents for audit readiness
- Administer the coordination and collection of 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

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Non-Executive Directors: Ms Molebogeng Leshabane (Chairperson); Ms Tobeka Buswana; Mr Melvyn Lubega; Mr Lionel Adendorff; Ms Nomonde Hlatshaneni; Prof Christian Adendorff
 Executive Directors: Mr Trevor William Rammitwa (CEO)
 Company Secretary: Ms Fahmida Valla

Reg no. 98/14825/08

- Ensure that all salary information pertaining to employees' salaries is accurate prior being approved by executives.
- Submit to finance monthly payroll inputs in order to be captured accordingly within agreed time frames
- Ensure the monthly hard copies in relation to salaries are provided to finance
- Also compile and submit all statutory salary deductions to finance for payment processing
- Team-up with the HR Officer by collecting all relevant and required information from selected employees, and ensure accurate capturing of data on the HR system
- Write and issue letters to employees to inform them of any changes to benefits, and/or benefits service providers accordingly

- Assist in the sourcing of appropriate training and skills providers in order to close needs gaps
- Update the Institute's and employee's records after the completion of training interventions
- Update Workplace Skills Plan information
- Assist in the coordination of 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 on a monthly basis

- 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
- Coordinate the implementation of HR systems and databases to ensure that data is correctly entered and maintain these accordingly
- 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
- Maintain all HR related files and database
- Maintains accurate and up-to-date human resource files, records, and documentation.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.
- Maintains the integrity and confidentiality of human resource files and records.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Provides clerical support to the HR department.
- Assists with planning and execution of special events such as staff meetings, team-buildings, etc.

		Essential	Desirable
<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>			
Level of Education:	<p>Minimum:</p> <ul style="list-style-type: none"> • Three (3) year National Diploma in Human Resources Management • Matric 	<p>Ideal:</p> <ul style="list-style-type: none"> • Bachelor's Degree with focus on Human Resources Management • Matric 	
		Duration / Time	
<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>			
<p>Minimum:</p> <ul style="list-style-type: none"> • 2+ years' experience in: <ul style="list-style-type: none"> - General human resources administration; - General recruitment process handling from entry to exit; - The implementation of human resources systems, policies and procedures; - The basic knowledge of labour relations; - General Induction/Onboarding processes; and - General payroll inputs and invoices payment turn around time. <p>Ideal:</p> <ul style="list-style-type: none"> • 4+ years' experience in: <ul style="list-style-type: none"> - Relevant Human resources administration and Recruitment co-ordination; - Facilitation and consultation of OD processes; and - General experience in HR-related systems. 		+ 24 months	✓

	Duration / Time	Essential	Desirable
Job related Knowledge			
<i>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.</i>			
Fully Computer Literate with excellent working knowledge of MS Word and MS Excel	+ 24 Months	✓	
Must be able to work in a team	+ 24 Months	✓	
Must be able to work under pressure	+ 24 Months	✓	
Must meet tight deadlines	+ 24 Months	✓	
Attention to detail	+ 24 Months	✓	
Ability to accurately follow the superior's instructions	+ 24 Months	✓	
Recruitment and Placement processes	+ 24 Months	✓	
Knowledge of effective time management, prioritizing and forward planning	+ 24 Months	✓	
Understanding of HR processes and procedures	+ 24 Months	✓	
Personable with excellent verbal & written communication skills	+ 24 Months	✓	
Human Resource Systems	+ 24 Months	✓	
Internet Software	+ 24 Months	✓	
Exposure to labour law and employment equity regulations	+ 24 Months	✓	

	Duration / Time	Essential	Desirable
Job related Skills			
<i>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.</i>			
Report Writing	+ 24 months	✓	
Personable with excellent verbal and written communication skills	+ 24 months	✓	
Presentation Skills	+ 24 months	✓	



Problem Solving	+ 24 months	✓	
Time management skills	+ 24 months	✓	
Excellent verbal and written communication skills	+ 24 months	✓	
Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism and diplomacy.	+ 24 months	✓	
Attention to details	+ 24 months	✓	
Proficient with Microsoft Office or related software	+ 24 months	✓	
Proficient with or the ability to quickly learn human resource information system	+ 24 months	✓	
Adherence to organisational protocols	+ 24 months	✓	

Important note:

- Please email though comprehensive CV and certified copies of Qualifications/Supporting documents to: hrassistant@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: **21 October 2021 (16:30)**

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.

