



<b>Job Title:</b>	Human Resources Officer (non-permanent)
<b>Organisation:</b>	NEMISA
<b>Department:</b>	Human Resources
<b>Location:</b>	Gauteng Parktown
<b>Salary Range:</b>	9
<b>Upward Reporting Relationships:</b>	Human Resources Manager
<b>Reference Number:</b>	NEM-14/2021

#### 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 Institute and employees on HR related matters.

#### JOB OBJECTIVES

- Verify the recruitment documents as prepared by the HR Assistant prior the motivations are approved and advertisements placed on NEMISA's website and other relevant media
- Ensure the response handling of applicants and scrutinised information as prepared by the HR Assistant are properly co-ordinated
- Regularly monitor the logistics of the recruitment as prepared and conducted by the HR Assistant
- Monitor on a continuous basis the accurate capturing of data on the HR system by the HR Assistant
- Continuously check if all recruitment and personal files have all required documents for audit readiness
- Guide the HR Assistant to administer the probation process ensuring managers know when review meetings need to take place and provide the HRM with the plans and reports.
- Together with the HR Assistant ensure that all salary information is accurate and captured accordingly within agreed time frames
- Assist in the monthly processing of salary information/payroll inputs
- 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 the HR Assistant in the sourcing of appropriate training and skills providers in order to close

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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 Rammitlwa (CEO)  
 Company Secretary: Ms Fahmida Valla

Reg no. 98/14825/08

needs gaps

- Coordinate training interventions and ensure that employees are informed regarding relevant logistics
- Monitor if the updated Institute's and employee's records after the completion of training interventions as well as prepare the draft training report for the HRM's perusal
- Verify the updated Workplace Skills Plan information on a monthly basis
- Advise the HR Assistant when liaising with relevant authorities on tax, benefits and compulsory deductions
- 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
- Support the implementation by the HR Assistant 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
- Monitor that all electronic and paper-based staff files are maintained and filing is completed in a timely manner for the final verification by the HRM
- Assist in the development of various HR policies and procedures
- Ensure that there is maintenance of all HR related files and database and anomalies be corrected and sensitive the HRM for verification

		Essential	Desirable
<b>Education: Formal Qualifications</b>			
<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>			
<b>Level of Education:</b>	Minimum: <ul style="list-style-type: none"> <li>• Three (3) year National Diploma in Human Resources Management</li> <li>• Matric</li> </ul>	Ideal: <ul style="list-style-type: none"> <li>• Bachelor's Degree with focus on Human Resources Management</li> <li>• Matric</li> </ul>	
		<b>Duration / Time</b>	
<b>Job related Work Experience</b>			
<i>Experience is obtained through opportunities for exposure and practice at work. It includes all working experience has some bearing on the job and is not restricted to the current organisation. Supervised on-the-job train internships and learnerships are incorporated within this category.</i>			

<p><b>Minimum:</b></p> <ul style="list-style-type: none"> <li>• 2+ years' experience in: <ul style="list-style-type: none"> <li>- General human resources administration;</li> <li>- General recruitment process handling from entry to exit;</li> <li>- The implementation of human resources systems, policies and procedures;</li> <li>- The basic knowledge of labour relations;</li> <li>- The basic knowledge of OD processes and</li> <li>- General payroll inputs and invoices payment turn around time.</li> </ul> </li> </ul> <p><b>Ideal:</b></p> <ul style="list-style-type: none"> <li>• 4+ years' experience in: <ul style="list-style-type: none"> <li>- Relevant Human resources administration and organisational training and development facilitation;</li> <li>- Facilitation and consultation of OD processes;</li> <li>- Drafting and reviewal of human resources and policies, procedures and processes.</li> </ul> </li> </ul>	+ 24 months	✓	
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	Duration / Time	Essential	Desirable
<p><b>Job related Skills</b></p> <p><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></p>			
Computer literate (MS Office)	+ 24 months	✓	
Report Writing	+ 24 months	✓	
Personable with excellent verbal and written communication skills	+ 24 months	✓	
Presentation Skills	+ 24 months	✓	
Problem Solving	+ 24 months	✓	

	Duration / Time	Essential	Desirable
<b>Job related Knowledge</b>			
<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		
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	✓	
Knowledge of Labour related legislation	+ 24 Months	✓	

**Important note:**

- Please email though comprehensive CV and certified copies of Qualifications/Supporting documents to: [hrofficer@nemisa.co.za](mailto:hrofficer@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: **20 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.*

