

Human Resources Officer

A Total cost to company remuneration package of **R440,513.91 p.a**
(Basic salary of R321,543.00 p.a salary level 8)

Minimum Requirements

- An appropriate 3-year Bachelor's degree or National Diploma in Human Resources or related field.
- Minimum of 3 years HR Generalist experience
- Fully computer literate
- Experience with VIP payroll will be an added advantage.

Key Responsibilities

The incumbent in this position is responsible for providing operational and administrative support. The HR Officer will be responsible to assist with generalist functions in the unit in conjunction with the Senior HR Officer, assist in compiling HR stats, reports handling request and submission of legislative requirements such as EE, WSP etc, but not limited to:

- Capturing new employees and updating of employee details and information on the VIP System to ensure that the HR system has valid, relevant, and correct employee information for reference purposes.
- Assist in coordination of induction programme to welcome/introduce new employees to MDB.
- Capture leave on the VIP system and approval of leave on ESS.
- Compile monthly leave schedule and reconciliation of the leave with the time and attendance reports.
- Draw monthly reports from the time and attendance system for leave monitoring, reconciliation, and overtime verification.
- Assist with the recruitment and selection process by ensuring that the application database is complete and accurate.

- Ensuring that the shortlisting reports are approved in compliance with the recruitment policy.
- Coordinating interview preparations by engaging with the shortlisted candidates and preparing interview packs.
- Monthly verification of employee contributions to Sanlam provident fund for processing and confirmation of GEPF contribution schedules.
- Assist in the development and updating of the Job descriptions for adequacy of the job inputs and outputs.
- Assist with the coordination of wellness programmes as per the APP and the Employee wellness policy.
- Compiling HR statistics and Payroll reports for quarterly in year performance reporting.
- Handle HR queries and requests as they arise and perform all the other duties as and when required by the Senior HR Manager.
- Coordinating the submission of performance agreements signed performance agreements during new appointments and the beginning of the year.
- Capturing and filing submitted performance agreements/assessments and updating the register on an ongoing basis.
- Assist with compilation of the annual WSP/ATR and capturing the relevant and updated information in compliance with the legislation for submission to the LGSETA.
- Assist in Capturing and compilation of the EE reports for submission to the Dept. of Labour

Coloured and Indian Males and people with disability are encouraged to apply for this position.

Interested persons are invited to submit their detailed CV's accompanied by **certified copies of their qualifications and ID to:**

Senior Manager: Human Resources and Administration

Private Bag X123

CENTURION, 0046

PRETORIA

Or email application to: recruitment@demarcation.org.za

Closing date: 21 November 2022. Late applications will not be considered.

Note: If you have not heard from the MDB within two months of the closing date, please accept that your application had been unsuccessful.

The Board reserves the right not to make an appointment.