



Human Resources Management: HR Practitioner

CONTRACT – 3 months

The South African Heritage Resources Agency (SAHRA) is an agency of the Department of Arts and Culture tasked with an overall legislative mandate to identify, assess, manage, protect, and promote heritage resources in South Africa. SAHRA invites suitably qualified individuals for the following vacancy.

MAIN PURPOSE:

To provide professional processing, implementation and maintenance of HRIS and Payroll systems associated with the collection, retrieval, accessibility and usage of employee information for HR Unit planning and activities.

KEY PERFORMANCE AREAS:

Implementing, administration and maintenance of HRIS, Administration and processing of VIP Payroll Function & HR VIP Premier, Recruitment & Selection

KEY REQUIREMENTS

National Diploma in Human Resources or an equivalent qualification. Minimum of 5 years' work experience in Human Resources which includes at least 3 years HRIS & VIP Payroll Administration experience.

LANGUAGE SKILLS: Ability to read, analyse, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information to top management, public groups, and/or boards of directors.

NUMERICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LICENSES: A valid Code EB (08) driver's license.

PROFESSIONAL REGISTRATION: SABPP

Computer Skill: Computer literacy with regard to the use of the Time and Attendance System, VIP system s. Microsoft Office including Word and Powerpoint and Excel (proficient to Pivot Table Level).

The position is based at the SAHRA Head Office in Cape Town.

Closing Date: 5 January 2018

Applications to be submitted to: hr@sahra.org.za. Please quote HRPACT as reference number in the subject heading of your email: Without this reference number, your application will not be considered

Applications must be accompanied by a detailed CV with contact details of three referees and certified copies of 1) relevant qualifications; 2) driver's license and 3) Identity Document 4) Application Form

Please note that SAHRA is an Equal Opportunities Employer. SAHRA reserves the right not to make an appointment. Candidates with disabilities are encouraged to apply and an indication in this regard would be appreciated.