

HUMAN RESOURCE ADMINISTRATOR: North-West Province
REF: NW-HR002

WHO IS HIVSA

HIVSA is a non-for-profit company established in 2002 and is a strategic partner of Provincial Department of Health and Social Development. We innovatively transform and empower individuals, socio-economic and health challenges that burden communities.

MAIN PURPOSE OF THE ROLE

The overall purpose of this role is to maintain the organization's people processes by means of administrative support for HR policies, programmes and practices, compliance management, recruitment, and remuneration activities.

Minimum Requirements:

Education:

- Minimum of a Matric.

Experience:

- Minimum of 2 - 3 years' experience in an administrative / generalist Human Resources environment.
- Preferably having working experience in an NGO environment.

Competencies / Skills / Attributes / Knowledge:

- Ability to work with people, serve internal staff and build relationships.
- Demonstrated ability to pay strong attention to detail and show accuracy when working with sensitive information.
- Computer literacy to work mainly on the MS Office suite and PTrail.
- Proven ability to exercise self-discipline and time management, and ability to prioritise tasks and work to deadlines.
- An understanding of South Africa's labour legislation and regulations.
- Excellent communication skills, both written and verbal, and telephonic.

Working Environment:

- Based at HIVSA's offices in the Northwest Province.
- Follow a hybrid model of remote and office-based attendance as per company policy. Participate in some level on-site based activities to support programme and implementation which include donor or other stakeholder site visits.

Additional Organizational Requirements:

- Valid driver's licence may be preferred.

Key Performance Areas:

- **Financial Management** - Prepare files and documentation for new employees to share with the Finance team for payroll and budgeting purposes.
 - Provide information to the Finance team needed to meet legislative and compliance requirements in terms of UIF, and any other Department of Labour requirements.

Company Registration Number: 2002/006774/08 | PBO Number: 930016997, NPO Number: 141-568 |
Website: www.hivsa.com | Facebook: HIVSA | LinkedIn: HIVSA |

Directors: J Chinkumbi, (Chairperson), YP Naidoo (CEO), L Nachito, NC Mohajane, S Mohamed

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- **Stakeholder Engagement and Management** - To set up, attend and actively engage in staff meetings to ensure there is understanding and implementation of HR policies and procedures, providing resources and support to advance the objectives of the organization and to set the tone and culture of the organization's values and culture.
 - Actively play a role with the first day of onboarding and orientation of new employees to HIVSA
- **Product and Services** – Talent Framework
 - Maintain employee and workplace privacy.
 - Support in taking minutes of various meetings and helping to prepare any relevant reports.
 - Keep records and filing up to date.
 - Compliance
- **Internal Organisational Processes** - Provide administrative support to the organization on HR Laws, regulations and matters of compliance.
- **People Culture** - Provide services of support and advice to the rest of the staff and relevant stakeholders of HIVSA on all HR and people related matters.

HOW TO APPLY

- Candidates that meet the requirements and are interested in the position should send motivation letter and CV with three contactable referees to:
The HR Manager, HIVSA, e-mail: hr@hivsa.com. Use **Ref Nr: NW-HR002** in Subject line.
- **Closing date for application: 3rd June 2024** (Whilst all applications will be carefully considered. Only shortlisted applicants will be interviewed. If you do not hear from us within 21 days of the closing date, this will mean that your application has been unsuccessful.)
- **Compliance:** Kindly provide current and relevant references for background checks. All appointments are subject to the preferred candidates obtaining the necessary security clearance, reference checking and competency assessment.
- **EE:** We embrace employment equity and are committed to the achievement of fair and equal representation of our workforce. **Preference will be given to applicants residing in the Northwest Province and candidates from previously disadvantaged backgrounds.**