

<b>Contract duration</b>	<b>: 12 Months Fixed Term Contract</b>
<b>Anticipated start date</b>	<b>: 23 May 2022</b>
<b>Closing date for applications</b>	<b>: 16 May 2022</b>
<b>Remuneration</b>	<b>: Market related</b>
<b>HR ADMINISTRATOR</b>	<b>: EAST LONDON</b>

Beyond Zero (BZ) has been successfully implementing comprehensive services across the HIV and TB care continuum in the Eastern Cape (EC), Free State (FS), KwaZulu-Natal (KZN) and Limpopo Provinces in the past 18 years; targeting key and vulnerable populations including adolescents and youths, sex workers (SW), orphans and vulnerable children (OVC) and men who have sex with men (MSM) and people living with HIV amongst others.

As one of the 4 nominated Principal Recipient (PRs) in South Africa to lead and provide strategic management, oversight, monitoring, and evaluation on the implementation of the Global Fund grant.

### **Purpose of the role**

- The HR Administrator provide HR Administrative services and support to the HR team and the Organisation's stakeholders.
- To enable professional HR management by providing an efficient and effective administration and support function to the business.

### **Duties and Responsibilities:**

#### **GENERAL ADMINISTRATION**

- Assist in Engagement administration.
- Generating letters of increases, transfers, promotions, etc
- Handling queries on medical aid, leave, provident funds,
- Order stationery for the department and the floor
- Arrange gifts and certificates for long service and excellence awards
- Act as a central point of reference for internal and external queries, ensuring that messages are recorded and reported on in a timely manner.
- Organise meetings and other ad-hoc requirements (including booking rooms, arranging refreshment etc.) and support the team in the preparation of information etc.
- Manage employee personal information by maintaining personnel files
- Maintains leave records.
- Maintaining and manage the Orange system
- Actioning employee withdrawals.
- Processes employee benefits.

#### **SALARY AND EMPLOYEE BENEFITS ADMINISTRATION**

- Provide assistance in administering employee benefit programmes and UIF claims.
- Assist staff with general queries on KAELO and retirement fund.
- Liaise with the KAELO and provident fund administrators on staff queries.

- Update employee details where necessary.
- Send out communication to staff on KAELO annual increases.

#### **RECRUITMENT AND SELECTION ADMINISTRATIVE SUPPORT**

- Create interview packs which include CV, job description, job posting and Interview Assessment Forms.
- Advise agent/internal or external applicant of the outcome of the interview and update the Monthly Applicant Register.
- Send regret letters to unsolicited applicants
- Generate and hand out Starter Pack
- Schedule Induction meetings
- Schedule on boarding meetings with new employee and their managers

#### **TRAINING ADMINISTRATION**

- Updating monthly training hours
- Record keeping
- Book training and venues
- Update and maintain external course training catalogue
- Collate information for the compilation of donor compliance reports
- Liaise with all service provide and provide administrative support as and when required.

#### **Minimum Qualification, Education and Experience**

- HR Diploma or Degree.
- 2-3 years' experience as an HR Administrator.
- High computer literacy, including Microsoft Office, VIP/SAGE system: HR database.
- Basic HR Legislation understanding.
- VIP/SAGE system experience

#### **Skills & Competencies**

- Ability to prioritize projects of minimal to moderate complexity within given time frames.
- Ethical, honest and trustworthy. Take responsibility for own actions and treat others honestly and fairly. High personal standards and values.
- Ability to stay with a position or plan of action until the desired objective is achieved or no longer reasonably attainable.
- Ability to make an effort to listen to and understand both managers and employees anticipating both party's needs; gives high priority to satisfaction.
- Must be reliable, have a firm and fair attitude, assertive yet friendly
- Mature emotional intelligence
- Attention to detail: Ability to accomplish tasks through concern for all areas concerned, regardless of seeming relevance; showing concern for all aspects of the job; accurately checking processes and tasks; maintaining watchfulness over a period of time.
- Planning and organising: Establishing a course of action for self or others to accomplish a specific goal; planning proper assignments of personnel and appropriate allocation of resources.
- Communication skills (both written and verbal)
- Must be strong on routine and is self-disciplined and self-motivated

- Excellent organizational and administrative skills
- Strong analytical Skills
- Accuracy
- Attention to detail and high level of confidentiality
- Record keeping, report preparation, filing methods and record management techniques

***By applying for any of the above-mentioned positions, applicants consent to BZ to conduct qualification, ID, Criminal and Reference checks on them which form part of its recruitment process.***

***To Apply:* Cover letters clearly stating the Position being applied for and preferred region/location as mentioned on the adverts, CVs, and copies of qualifications must be forwarded to [qfrecruitment@beyondzero.org.za](mailto:qfrecruitment@beyondzero.org.za)**

*NB. Applicants who have not heard from Beyond Zero one month after the publication of these adverts should consider their applications unsuccessful and any future correspondence from BZ thereof will be limited to shortlisted applicants only.*

*Beyond Zero reserves the right to re-advertise any of the above listed Positions should the need arise and reserves the right not to fill any of the listed Positions.*

*None South African Citizens and non-South African Permanent Residence holders must be in possession of valid documentation authorizing them to work in South Africa. Beyond Zero is an equal opportunity employer.*

***Candidates from key vulnerable populations are encouraged to apply.***

***By expressing the interest in the position, applicants are consenting in terms of POPI Act for their curriculum vitae be shared with the relevant people authorised to act on behalf of BZ in the recruitment process.***

