



JOB ADVERTISEMENT

FASSET complies with the provision of the Protection of Personal Information Act, therefore information below is collected and will be used for recruitment processes. By submitting your documents, you consent to the processing of your personal information for the intended purpose

Summary

Name of Position	:	Human Resources Administrator
Closing Date for Applications	:	28 September 2022
Commencement Date for Post	:	As soon as possible
Salary Range	:	R 304,151 p.a (TCTC)
Reference	:	FAS/RECRUITMENT/HRA75

JOB IDENTIFICATION

Department:	Corporate Services Department
Reporting Line	Human Resources Specialist
Full-time/Part-time/Contract:	Permanent

PURPOSE OF THE JOB

To provide an effective and efficient Human Resource administration and support services within FASSET.

MAIN ACCOUNTABILITIES

Engagement Administration

- ✓ Capture / Upload input of new employee information on Employee Self Service (ESS)
- ✓ Receive and check new employee's information and documentation
- ✓ Conduct regular employee file audit
- ✓ Effective and efficient records management
- ✓ Provide recruitment administrative services
- ✓ Provide leave management administrative services
- ✓ Provision of Performance management services
- ✓ Provide termination services administration
- ✓ Assist in the development and review of Human Resources policies and procedures
- ✓ Take minutes in HR meetings

REQUIRED QUALIFICATION

Qualification	• Diploma in Human Resources Management
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REQUIRED EXPERIENCE	
Essential:	<ul style="list-style-type: none"> • 2 years' experience in HR Management. • Experience in Public Sector will be advantageous.
COMPETENCIES REQUIRED	
Critical Competencies:	<ul style="list-style-type: none"> • Interpersonal and Communication skills (written and verbal). • Knowledge of relevant legislation • Good people skills – relating, networking, adapting, coping. • Attention to detail. • Customer Focus. • Prioritisation skills. • Effective time management / self-management. • Computer Literacy
KNOWLEDGE AND SKILLS REQUIRED	
Essential	<ul style="list-style-type: none"> ▪ Excellent command of English (verbal and written). ▪ Administration ability. ▪ Ability to work under pressure and meet deadlines. ▪ Good relationship with stakeholders ▪ Detail and process orientated. ▪ Ability to work independently and as part of a team.

Date of Commencement of Position

FASSET requires applications for a Permanent **Human Resources Administrator** to join the existing team as soon as possible.

Salary

The salary to be offered for this position is **R 304,151 p.a (TCTC)**

Assessment

Applicants may be required to undergo a competency assessment.

Contact Details

Submit your full curriculum vitae (including your name, contact details, and at least 3 references) and copies of your qualifications and copy of ID by **no later than 28 September 2022 to: recruitment@fasset.org.za** _Please quote the reference as the subject line: **NB: Reference number: FAS/RECRUITMENT/HRA75. An email without the reference as a subject/heading will be disqualified hence the application cannot be traceable.**

For any inquiries regarding the position please contact **Ms. Thulile Khanyile**, Human Resources Department at (011) 476 – 8570.

Should you not hear from FASSET within 6 weeks of the closing date, please consider your application unsuccessful. Communication will be sent to the shortlisted candidates only.



FASSET adheres to the principles of the EE Act and Affirmative Action and these principles will apply in the selection process. Targeted groups: African male, White male, White female and Indian female.