



## External Vacancy

Applications listed below are hereby invited from suitably qualified persons whose appointment will promote representivity.

### BACKGROUND

Culture, Art, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) is a Sector Education and Training Authority (SETA) established under the Skills Development Act (No 97 of 1998).

### POSITION: Officer: HR Administration

**REFERENCE NUMBER:** CATHS12/2021

**DURATION:** Fixed Term Contract until 31 March 2030

**JOB GRADE:** C1 (Patterson Grading)

**TCTC:** R262 395.03 per annum (*All-inclusive package*)

**LOCATION:** Head Office in Midrand

**REPORTS TO:** Manager: Human Capital Management and Development

### Job Summary

To provide full administrative support to the Human Capital Management and Development department.

### Key Performance Areas and Responsibilities

Provide general administrative support to the Human Capital Management and Development department in areas of payroll administration, records management, Human Resources Management System (Sage ESS), recruitment and selection, training and development, facilities management, amongst others. Provide secretarial support to Manager: Human Capital Management and Development. Set up meetings with various business units as and when required. Coordinate staff meetings. Minute taking in departmental meetings, staff meetings and other HR committees' meetings such as: Employment Equity and Training, Health Safety and Wellness meeting and Collective Bargaining. Assist new and existing employees with completing relevant HR forms or with queries as and when required. Ensure that all medical aid and pension form are submitted to the relevant third parties for new and terminated employees. Assist with the coordination of the Induction programme for all new employees. Coordinate, end-to-end, recruitment and selection process for positions below management level. Assist with the extracting information from various sources for reporting purposes. Assist the Manager: Human Capital Management and Development with the compilation of reports as and when required. Coordinate the payroll process - send out communication to employees on the payroll deadline date. Collate all payroll input information and submit schedule to payroll consultants. Check reports received from consultants for accuracy and address queries. Compile payroll submission and attach reports to the Manager: Human Capital Management and Development for approval. Subsistence and Travel ("S&T") claims administration – ensure these claims have been approved by relevant managers. Manage access control to Human Resources related records in terms of controlling the movement of files. Maintain a filing system for all personnel information and other pertinent HR related activities such as recruitment, training, health and safety, performance management, amongst others. Ensure that all the HR information is uploaded to the HR drive monthly and is up to date for easy reference. Ensure that all activities are aligned allocated budget. Drive initiatives aimed at eliminating waste, improve productivity, and reduce operating costs within the Human Capital Management and Development unit. Assist Human Capital Manager with information to respond to audit queries, reports and implement corrective action plans. Implement Human Capital risk controls within area of responsibility. Ensure compliance with all statutory or legal requirements.



#### **Qualifications, Skills, Experience and Attributes**

Matric plus National Diploma in Human Resources, Administration, Office Management, or related qualification. A relevant bachelor's degree/ BTECH will be an added advantage. 2 to 3 years' experience in HR administration: of which 1-2 years must have been in Human Resources; Talent Management, Human Resources Information and Records management environment. Driver's licence is advantageous. Knowledge of the SETA environment will be an added advantage. Knowledge of applicable legislation and research methodology. Thorough knowledge of relevant legislation and Batho Pele principles. Knowledge of National Qualifications Framework. Knowledge of SETA Management system is preferable. Report Writing. Computer Literacy. Conceptual and Analytical Thinking. Innovation and initiative. Project management. Quality Concern & Attention to detail. Customer focus and loyalty. Organisational Commitment Integrity and ethical behaviour. Planning and organizing. Impact Communication. Financial management

**Applications are to reach CATHSSETA by 16h00 on Sunday, 27 June 2021. Any applications received thereafter will not be considered.**

CATHSSETA is an equal opportunity employer committed to principles of Employment Equity. It is the responsibility of the applicants to familiarize themselves with the specific details of the positions they are applying for. Please refer to Cathsseta website for the complete Job Descriptions at [www.cathsseta.org.za](http://www.cathsseta.org.za). Applications must be accompanied by a signed application form indicating the position you are applying for and a detailed CV. Applicants are to submit their applications ELECTRONICALLY ONLY via e-mail to [hrvacancies01@cathsseta.org.za](mailto:hrvacancies01@cathsseta.org.za). Correspondence will be limited to successful candidates only. Persons with disabilities are strongly encouraged to apply. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Creditworthiness; Previous employment (reference checks); and Qualification verification. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). CATHSSETA reserves the right to subject shortlisted applicants to psychometric evaluation in accordance with its policies. All shortlisted candidates will be expected to avail themselves for an interview at CATHSSETA's convenience. CATHSSETA reserves the right not to make an appointment. Any queries may be directed telephonically to 011 217 0600 prior 16h00 on the closing date. Any queries received after the cut off will not be responded to. If you have not heard from us within 30 days after the closing date of the advertisement, please consider your application unsuccessful.