

INTERNAL ADVERTISEMENT

<u>DEPARTMENT</u>	: HUMAN RESOURCES (HR)
<u>POSITION</u>	: ADMINISTRATION CLERK: EMPLOYMENT PRACTICE AND HR ADMINISTRATION
<u>REFERENCE NUMBER</u>	: ACEPHRA/001/11/2022
<u>REMUNERATION</u>	: R335 733.76
<u>TERMS OF APPOINTMENT</u>	: PERMANENT
<u>CLOSING DATE</u>	: 14 NOVEMBER 2022

MINIMUM REQUIREMENTS

- Grade 12
- Diploma/National Diploma in Human Resource/ Public Administration/ Business Administration/ Industrial Psychology/Public Management or equivalent
- Minimum of 2 years working experience in two or more in the following key performance areas: Recruitment and Selection, Conditions of Service, Employee Benefits and Human Resources Administration within in a corporate organisation, public sector or state-owned entities or organs of state.

ADDED ADVANTAGE REQUIREMENTS

- Bachelor of Technology/Advanced Diploma/ Degree in Human Resource/ Public Administration/ Business Administration/ Industrial Psychology/Public Management or equivalent.
- More than two year's experience in the following key performance areas: Recruitment and Selection, Conditions of Service, Employee Benefits and Human Resources Administration within in a corporate organisation, public sector or state-owned entities or organs of state.

REQUIRED KNOWLEDGE

- Relevant legislations, prescripts, regulations and frameworks
- Knowledge of relevant policies and procedure
- Recruitment matrix and reporting
- Knowledge of employment equity
- Development of HR policies and procedures
- Development of annual recruitment plan or resource plan
- Leave Management, reconciliation and Annual Leave Reconciliation Report for leave provisions (financial impact or value) for inclusion in the financial statement
- Temporary and permanent incapacity processes
- Recruitment and selection methodologies
- Payroll administration, HR information and data management

- Exit management and employee on boarding
- Condition of Service and employee benefits
- Personnel records and filing
- Internal transfers, acting and secondments procedures

REQUIRED COMPETENCIES AND SKILLS

- Job knowledge
- Technical skills
- Acceptance of responsibility
- Quality of work
- Reliability
- Initiative
- Interpersonal relationship
- Flexibility
- Teamwork
- Planning and execution
- Manage resources
- Communication
- Customer orientation

KEY PERFORMANCE AREAS

- Prepare, process, and review a variety of documents, including applicant/employee files, payroll records for completeness, accuracy, and submission standards.
- Assist in administering employees benefit program and activities.
- Schedule meetings, sort/distribute mail, and maintain departmental files.
- Process invoice for payment.
- Participate in the development and implementation of the annual recruitment plan, sectional Plan and Annual Operational Plan.
- Administer recruitment, selection, appointment, proper management of recruitment applications, resettlement, and related matters.
- Participate and update the recruitment plan and recruitment and selection database
- Administer employee benefits and related (i.e. medical aid, overtime, long service recognition and financial reward qualification obtained, employee farewell, temporary, permanent incapacity leave).
- Administer payroll services.
- Administer leave management (i.e. leave queries, leave audit, reconciliation, leave forfeiture etc).
- Administer transfers, secondments and acting appointments.
- Administer employee exit management, termination and exit interviews
- Administer personnel records (i.e. employee index form, file audit, indexing, retrieval incoming and outgoing of files, update of personal information, employee beneficiaries, 13th cheque restructuring, scan and backup records and disposal).
- Administer HR Administration (i.e. process Performance Management and Development System rewards (PMDS), PMDS letters, Cost of Living Adjustment (COLA) letters, Long Service Recognition, Qualification Financial rewards, Cellphone Allowance process etc).
- Administer probation administration.

- Administer injury on duty.
- Ensure compliance with the relevant policies and procedures in the area of speciality.
- Compile submissions, reports and statistics in the area of speciality.
- Assist on employee on boarding and induction.
- Assist internal and external auditors with supporting documentation.
- Compile letters for pay progression, performance bonuses, Cost of Living Adjustment Agreement between recognised labour union and the SANC and related matters.
- Coordinate SANLAM pension fund.
- Identify the risk areas for the institution emanating from current operations as set out in the operational risk registers.
- Attend to enquiries, correspondence and the provision of information on recruitment process
- Type variety of documents in drafts and final form.
- Proofread materials for correct grammar, spelling, and punctuation
- Perform any other official task or function as assigned by management.

NB: Applications must be completed in full on the prescribed form, obtainable from the SANC website (<https://www.sanc.co.za/vacancies>). **Applications must be e-mailed acephra@sanc.co.za**

Incomplete applications or those which do not meet the above requirements will not be considered.

The application must include only a fully completed and signed SANC Form, obtainable from the South African Nursing Council (SANC) website and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications, professional affiliation certificate as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to the Human Resources Department on or before the day of the interview date. Failure to do so will result in your application being disqualified.

Furthermore, where applicable, all applications must be accompanied by proof of professional registration and foreign qualifications must be accompanied by a SAQA evaluation certificate.

The SANC will conduct background checks (e.g. employment verification and reference checks as indicated on the CV, as well as in respect of criminal record, citizenship, financial records, qualifications, driver's license and professional registration, if applicable). First preference will be given to South African citizens. The successful candidate will be appointed on a 12-month probation basis and will be permanently employed if all the performance requirements are met during probation.

Please note: Correspondence will be limited to shortlisted candidates only; therefore, if you have not been contacted within four (4) months of the closing date of this advertisement, please accept that your application was not successful. The SANC is committed to employment equity and therefore people living with disabilities are encouraged to apply. Enquiries may be directed to Ms. Veronica Mthethwa at Tel. no. (012) 426 9578. The South African Nursing Council reserves the right not to make any appointment.