

The South African Weather Service (SAWS) is a Section 3(a) public entity under the Ministry of Environmental Affairs and is governed by a Board. The organisation is an authoritative voice for weather and climate related services in South Africa and is a member of the World Meteorological Organisation (WMO) to fulfil a range of international obligations of the government. South African Weather Service (SAWS) strives to be a Weather and Climate Centre of Excellence providing innovative solutions to ensure a weather-smart region, sustainable development and economic growth.

The South African Weather Service (SAWS) is therefore seeking to appoint an efficient and enthusiastic person to undertake the role of:

Human Resources (HR) Administrator

Human Capital Management (HCM)

Salary: Total Package Negotiable

Ref: WS04/112019

Centre: Pretoria

Job Summary:

The position of Human Resources (HR) Administrator is responsible for assisting the HCM team with all administrative functions to ensure efficient and effective workflow in the department.

Key Performance Areas:

- Conduct administrative function for HCM to ensure professional liaison with internal and external stakeholders
- Ensure compliance and consistent application of HR Policies and Procedures, throughout SAWS
- Support employees in the implementation of HR procedures including performance and probation management, grievances & disciplinary procedures, leave management & development and on-boarding
- Ensure confidential filing system for HCM
- Compile maintain, and update the employee handbook and policy & procedures manual for onboarding purposes
- Facilitate the induction and on-boarding of new employees
- Ensure that probation reports for new employees are completed and maintained
- Ensure appropriate forms are completed and submitted to correct officials on termination of services, recruitment, transfer and secondment

- Responsible for capturing, maintenance and updating of personnel records, e.g. resignation, dismissal, deceased promotions, transfers, probation, service certificates
- Ensure regulatory compliance with legal requirements pertinent to the day-to-day management of employees, and collaborate with the legal department when necessary
- Collaborate with various internal departments to monitor enforcement of standards and regulations
- Maintain relationships with the business areas, internal and external audit and other related compliance risk management functions
- Deal with telephonic enquiries of SAWS personnel related to leave, termination of service, overtime, etc
- Order Stationery for HCM
- Compile requisition as per Supply Chain Management processes
- Ensure processing of financial records in line with Financial Policy

Minimum Requirements:

- A National Diploma in Human Resource, Office Management, Administration or related and equivalent qualification
- At least two (2) years relevant experience in a similar role
- Excellent computer proficiency and business writing skills are essential

Attributes and Competencies:

- Excellent interpersonal skills
- Good communications skills (written and verbal) at all levels within the business and with stakeholders
- Collaborative nature of working with and supporting key stakeholders within the HR team
- Enthusiastic attitude towards getting involved in and learning new things
- Integrity and confidentiality are essential
- Meticulous, accurate and pay attention to detail
- Excellent planning and organising skills, have the ability to effectively prioritise and plan work
- Must be proactive, have a sense of urgency and must also be deadline, solution and results focused
- Effective multi-tasking and ability to work under pressure
- Excellent and proven research and analytical skills

Please Note:

Enquiries for the above-mentioned positions must be directed to:

Ms. Thandiwe Mathebula, at Tel. (012) 367 6208

A comprehensive CV with copies of qualifications should be emailed (with the name of the position and relevant reference number in the subject line) to: recruitment4@weathersa.co.za

A SAQA evaluation report must accompany foreign qualifications. Incomplete applications will not be considered.

Closing Date: 04 December 2019

Preference will be given People living with disabilities in line with SAWS EE targets
Correspondence will be limited to short listed candidates only. Candidates who have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The organisation reserves the right not to fill this position. South African Weather Service is an equal opportunity employer.



Record Reference	HCM-ADVERT-Ref. WS04/112019
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