



INTERNAL / EXTERNAL ADVERTISEMENT		
DIVISION: FINANCE		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
HR: 08/2020	HUMAN RESOURCES OFFICER SALARY PACKAGE: R343 355 – R470 850	1

MICT SETA seeks to employ a Human Resources Officer who will recruit, support and develop talent through development of policies, accurately implementing and managing procedures. The Officer will be responsible for administrative tasks of all Human Resources Functions. The position will be based at our Head Office, in Midrand, and reports into the Human Resources Manager.

This is a permanent position aligned to the Government Gazette No. 375 dated March 2019.

MINIMUM REQUIREMENTS

- Minimum of a National Diploma in Human Resources Management or equivalent
- Minimum of four years experience human resources management
- Exposure to payroll inputs administration will be advantageous
- In-depth knowledge of legislation governing employment and remuneration
- Experience in developing standard operating procedures and workflows
- Working experience in HRIS

RESPONSIBILITIES

- Support the development and implementation of HR initiatives and systems
- Provide advisory on policies and procedures
- Be actively involved in recruitment by preparing job descriptions, adverts and managing the entire process
- Ensure on-boarding of all new employees
- Assist in developing training and development plans for employees
- Assist with the performance management process
- Support the management of disciplinary and grievance matters
- Maintain employee records according to policy and legal requirements
- Manage the employee wellness programme
- Administration of payroll inputs

KEY PERFORMANCE AREAS

- Management of the recruitment processes
- Administration of employment relations processes
- Administration of employee training and development
- Facilitation and administration of performance management processes
- Payroll input administration
- Management of employee wellness

REQUIRED SKILLS

- Personnel administration
- Problem solving
- Planning, organising and control skills
- Accuracy and attention to detail

KNOWLEDGE, ATTRIBUTES AND SKILLS

- Good analytical skills
- Good people management skills
- Interpersonal, listening and communication skills

APPLICATION

CVs and certified qualifications of suitably qualified persons may be forwarded to the Human Resources Division for the attention of Mr. Bassanio Gilbert (Recruitment@mict.org.za) no later than 23 March 2020. Enquires may be directed to 011-207-2600.

Applicants will be subjected to personal vetting. Should candidates not hear from us 30 days after the closing date of applications, they should consider their application unsuccessful.



White, Indian, Coloured and people with disabilities are encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.



MICTSETA

Media, Information And
Communication Technologies
Sector Education And Training Authority

SHAPING SKILLS. PIONEERING INDUSTRIES. EMPOWERING FUTURES