



## JOB PROFILE

POSITION DESCRIPTION	
<b>Position Title</b>	Manager: HR Administration
<b>Purpose</b>	The position is responsible for the recruitment/provisioning of human resources, management of service conditions and employee records. In addition the position provides administrative support and coordination of all HR functions within the HR Unit.
<b>Directorate</b>	Corporate Services
<b>Reports To</b>	Senior Manager: Human Resources
<b>Position location</b>	National Office
<b>Peromnes Grade</b>	Grade 7
<b>Number of Direct Reports</b>	<ol style="list-style-type: none"> <li>1. HR Officer: Payroll</li> <li>2. HR Officer: Recruitment</li> <li>3. HR Registry/Administrator</li> </ol>

POSITION REQUIREMENTS	
<b>Minimum Qualification</b>	<ul style="list-style-type: none"> <li>• A Bachelor's degree in Human Resources or Industrial Psychology</li> <li>• HR Registration with the SABPP will be an advantage</li> </ul>
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>• At least 5 years' experience as a Generalist HR Practitioner</li> <li>• At least 5 years HR experience in public sector will also be an added advantage</li> <li>• Minimum 3 years in a middle management position in HR</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of Recruitment and Selection processes</li> <li>• Knowledge of HR practices and processes</li> <li>• Proficiency in MS Word and Excel</li> <li>• Knowledge of legislation and prescripts that govern Human Resources in South Africa</li> <li>• Understanding of the Income Tax Laws</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Strong administration skills</li> <li>• Creation of databases and spreadsheets</li> <li>• Strong communication skills, both verbal and writing skills</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Organised</li> <li>• Be able to work under pressure</li> </ul>

## MAIN AREAS OF RESPONSIBILITY

<b>Recruitment</b>	<ul style="list-style-type: none"> <li>• Manage the development, implementation and review of a streamlined recruitment and selection process</li> <li>• Support and oversee the recruitment function</li> <li>• Continually benchmark positions for new recruits</li> <li>• Manage the provision of a support and administrative service to managers in the areas of short-listing and constitution of interview panels</li> <li>• Ensure regular compilation of recruitment and /vacancy statistics and reports</li> </ul>
<b>Benefits and Remuneration</b>	<ul style="list-style-type: none"> <li>• Manage remuneration within the NDA including the management of employee benefits and benefit funds, and annual remuneration reviews and recommendations</li> <li>• Oversee the implementation and participation of NDA in market surveys on remuneration, analyse and compile reports in this regard to enable decision making by management</li> <li>• Facilitate maintenance of an individual and organisation database on remuneration history</li> <li>• Facilitate on the organising and conducts of employee information meetings on employment policy, benefits and compensation and participate actively on various joint committees</li> <li>• Acquire, develop and/or manage structures, benefits and incentives that inform and sustain NDA's recruitment strategy</li> <li>• Finalise and process salary reviews, salary increments and performance bonuses</li> <li>• Ensure compliance with SARS on PAYE and issuance of IRP5s and IT3 annually</li> <li>• Regularly assess and negotiate for competitive staff benefits with the third parties</li> <li>• Educate and advise staff on benefits and incentives</li> </ul>
<b>Employee records management</b>	<ul style="list-style-type: none"> <li>• Develop and/or maintain a sound and efficient HR management system</li> <li>• Ensure the effective management of HR records and information to enable effective management of employees within NDA</li> <li>• Ensure the effective management and integrity of all HR transactions including employee personal details, job details, staff movements, salaries and funds transfers, leave and benefits administration etc</li> <li>• Develop and maintain an HR document management system</li> <li>• Analyse and report on HR Information, trends and gaps</li> </ul>
<b>HR Operations Management</b>	<ul style="list-style-type: none"> <li>• Manage and monitor the effective administration of employment conditions to all employees</li> <li>• Facilitate and develop quality management systems and processes for the HR functions</li> <li>• Coordinate HR operations and management structures</li> <li>• Coordinate the HR's internal and external audits and be a liaison between HR and the Internal Audit and Finance Units</li> <li>• Facilitate the development and review of HR policies across the HR functions</li> <li>• Maintain HR Policy and Risk Register</li> <li>• Coordinate the HR audits on behalf of the HR unit</li> </ul>
<b>General Management</b>	<ul style="list-style-type: none"> <li>• Manage the performance of the Recruitment and Payroll staff</li> <li>• Compile monthly and annual reports</li> <li>• Contribute to the compilation of the NDA's annual report</li> </ul>

### KEY RELATIONSHIP INTERFACES

<b>Internal Relationships - other than reporting lines (manager and subordinates). *</b>	<b>External Relationships (With Local/Provincial structures and other key parties, specify)</b>
<ul style="list-style-type: none"><li>• Manager: Organisation Development</li><li>• Specialist: Employee Relations</li><li>• Finance Unit</li><li>• Legal and Risk Unit</li><li>• Internal Audit Unit</li><li>• Skills Development and Employment Equity Committee</li></ul>	<ul style="list-style-type: none"><li>• Department of Labour</li><li>• SARS</li><li>• HR Service Providers and Consultants</li></ul>

Signed by:  <b>(Job Holder)</b>	Authorised by:
Date:	Date: