



208-212 Jeppe Street
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Johannesburg
P.O Box1347 Southdale 2135
Tel + 0027 011 333 5536 Fax +0027 11 333 2676
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RECRUITMENT PROFILE

Profile: Human Resources

Position: Human resource administrator

Major Duties and Responsibilities

1. Responsible for the interpretation and application of the Staff Rules, regulations and procedures ensuring uniform application
2. Provides advice to staff members on specific entitlements
3. Ascertains human resource requirements for the office ensuring the timely advertisement and filling of vacancies;
4. Participates in the selection of internal candidates and submits appropriate recommendations; Interviews and tests new candidates, verifying educational qualifications and previous employment record; Manages the advertisement and filling of local vacancies, advising applicants on the nature of the responsibilities to be performed as well as entitlements and career prospects;
5. Briefs newly arrived staff on related administrative formalities and ensures all arrangements made for onward travel, if applicable; Supervises the prompt and efficient processing of documentation for the arrival and departure staff
6. Controls the maintenance of the personnel records in the office; Monitors the follow-up of correspondence, ensuring that outstanding queries receive a timely response, after due analysis. Maintains and monitors leave records and requests for overtime.
7. Clears all payments related to personnel issues
8. Provides support, guidance and training to personnel staff as required; Participates in the review of training needs of staff making appropriate proposals to meet identified needs;
9. Represents the office individually or as part of a team in meetings concerning personnel issues;
10. Negotiates staff complaints
11. Performs other duties as required.

Academic Qualifications

University degree (BA/BSc.) in business administration, human resources



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Other relevant qualifications in addition to the above

HR professional certification will be an added advantage

Relevant Experience

- At least 2 years experience in any HR field
- Knowledge and experience of working on VIP system is a must
- Experience in working with any government body in administration or HR

Technical Skills

- Ability to prepare and administer budgets/resources/people
- Negotiating/diplomatic skills
- Ability to work with computers
- Writing/drafting skills
- Good communication/inter-personal skills
- Ability to teach and train others