

MMABANA ARTS, CULTURE AND SPORT FOUNDATION



**DEPUTY MANAGER: HUMAN RESOURCE ADMINISTRATION AND SUPPORT:
NMM (HEAD OFFICE) (X1)**

REFERENCE NO: MACSFNMM/130824/10

POST LEVEL 10

R 582 900,00 AS A BASIC SALARY EXCLUDING BONUS AND BENEFITS

Permanent Contract

1. Duties and Responsibilities

- Provides job candidates by screening, interviewing and testing applicants; notifying existing staff of internal opportunities; maintaining personnel records; obtaining temporary staff from agencies
- Monitors unemployment claims by reviewing claims; substantiating documentation, requesting legal counsel review.
- Maintains human resources records by recording new hires, transfers, terminations, changes in job classifications, merit increases; tracking vacation, sick and personal matters
- Orients new employees by providing orientation packets; reviewing company policies; gathering withholding and other payroll information; explaining and obtaining signatures for benefit programs.
- Documents human resources actions by completing, reports, logs and records.
- Updates job knowledge by participating in educational reading professional publications
- Accomplishes human resources department and organisation mission by completing related results as needed.

2. Minimum Requirements

- A National Diploma/ Bachelor's Degree in Human Resource Management, Post-Graduate qualification in Administration will be added advantage
- A minimum of 5 years years experience in Human Resource environment of which 3 years must be in HR Administration.
- The ideal candidate should possess a high level of integrity, together with well-developed communication skills, computer literacy including Email and Internet will be crucial requirements, self-driven, motivated and proactive person and who is able to work under pressure and to meet deadlines
- Knowledge of the HRM systems, Sage 300 people will act as added advantage
- Valid driver's license