



CO-OPERATIVE BANKS DEVELOPMENT AGENCY

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HUMAN RESOURCE ADMINISTRATOR: CO-OPERATIVE BANKS DEVELOPMENT AGENCY (CBDA)

INTERNAL APPLICANTS ONLY

REF: 20220909

REMUNERATION PACKAGE: FROM R331, 942 (COST TO COMPANY)

CORPORATE SERVICES UNIT

PRETORIA

PURPOSE:

To provide administration support to the HR Manager which includes the Review and Implementation of HR Policies and Governance; Performance Management; Recruitment and Selection; Compensation and benefits positioning; Training and Development; Performance Management and Statutory Reports.

KEY OUTPUTS:

This position will report to the Human Resource Specialist and the successful candidate will be responsible for the activities associated with the job description of a Human Resource Administrator within the CBDA, which include, but are not limited to:

Review and Implementation of HR Policies and Governance: Assist with the review of HR policies and procedures• Monitoring of all HR policies and procedures• Liaise with internal stakeholders and promote implementation of policies and procedures• Assist in preparing HR documents/submissions for management meetings and HR&R Committee.

Performance Management: Ensure implementation of Performance Management systems• Collate all Performance agreements Reviews and Evaluations and file them accordingly.

Recruitment and Selection: Assisting in the placement of adverts of vacant positions• Assist Managers with shortlisting• Schedule Interviews and assist in placing candidates on assessments• Prepare admissions for approval of appointments with supporting documents i.e., reference checks, credit checks, and verification of qualifications and submit to HR Manager for verification.

Benefits and Compensation of employees and Information system (Pastel Payroll): Maintain employee personal records and ensure that information is updated on pastel• Update leave weekly/monthly on Pastel• Capture all HR related information and generate management reports as required.

The CBDA is an equal opportunity employer.

Please forward your comprehensive CV and originally certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the name of the publication on the subject line of the email to CBDARecruitment@treasury.gov.za

NOTE: Applications that are not compliant with the above request will not be considered. The Agency reserves the right not to fill the post. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Successful candidates will be appointed on probation for the period of twelve (12) months into the prescribed rules.

Training and Development: Ensure that the Bursary Scheme Policy is adhered to • Assist with the consolidation of the Workplace Skills Plan and Annual Training report (Training needs analysis) • Assist the HR Manager with the succession plan alignment to training.

Statutory Reports: Monthly reports (Assist in the drafting of HR monthly management report, Quarterly reports and Annual reports) • Quarterly report for STATS SA.

REQUIREMENTS:

- A Recognised Diploma or equivalent NQF 6 level qualification in any of the following disciplines: Human Resources Management or Business Administration or Project Management.
- A minimum of 2 years' relevant human resource and administrative support experience.
- Knowledge of the relevant legislative framework.
- Pastel HR experience
- Must have a moderate understanding of the core functions of the Agency.
- Knowledge of the analysis and interpretation of internal policies for the correct application thereof.

Closing date: 23 September 2022 by close of business.

No late applications will be considered.

Approved 9/9/2022

A handwritten signature in black ink, appearing to read 'P. Rossouw', with a horizontal line extending to the right.