



The Community Schemes Ombud Service Act (Act 9 of 2011) was promulgated on 11 June 2011 and provides for the establishment of the Community Schemes Ombud Service (“CSOS”) as a public entity. The CSOS has been classified as a Schedule 3A Public Entity in terms of the Public Finance Management Act (Act No.1 of 1999) (PFMA)

## **HUMAN RESOURCES ADMINISTRATORS X 2**

Reporting to the Human Resources Manager, the Human Resources Administrators will provide comprehensive administrative support to the Human Resources Department.

### **Key Performance Areas**

- To provide comprehensive, effective and efficient human resources administrative support to the Human Resources Manager.
- To undertake specific HR work programs and projects as determined by the Human Resources Manager.
- Assisting with the implementation of all HR policies, processes and procedures.
- Create inventory of all HR tools, policies and procedures.
- Assist in the planning and implementation of effective recruiting and selection of staff.
- Facilitate the advertising, interviewing and selection process.
- Update personnel files and all HR-related forms and documents.
- To monitor and manage the personnel files contents checklists.
- Updating employee records when employee status changes.
- Assisting with other HR-related record-keeping, compliance and operational functions, such as report generation (headcount, etc).
- To ensure that all the financial compliance issues (leave, payroll, incoming and outgoing staff) are completed monthly, as required

### **Requirements**

- Recognised National Diploma or equivalent qualification (minimum)
- HR specific qualification (preferred).
- 1 years’ experience in an HR administrative role
- Thorough knowledge of HR administrative functions within the entire human resources’ value-chain.
- Competent knowledge of HR Management information systems.

**Attributes:**

- Good communication skills;
- Professionalism;
- Integrity
- Confidentiality
- Good writing skills;
- Multitasking;

Ref. (CSOS/HRA/06/18)

**Enquiries:** Ms Lindi Sibiya, Human Resources Manager.

Applications, including a covering letter and accompanied by a CV and certified copies of qualifications and ID, must be addressed to the Human Resources Manager, Ms. Lindi Sibiya and e-mailed to: [recruitment@csos.org.za](mailto:recruitment@csos.org.za).

**Closing date for applications:** 13 July 2018