

INTERNAL / EXTERNAL ADVERT

Post: Human Resources Officer

Department: Corporate Services

Reference: SDF/RTIA/2026

Level: 5

Salary: R 237 453 per annum

Term: Permanent

Minimum Educational Requirements: * A National Diploma (NQF 6). A Bachelor's Degree (NQF 7) in Human Resource Management, Industrial Psychology, Organisational Development, Social Sciences, or Public Administration will be an added advantage.

Minimum Knowledge & Experience Requirements: *A minimum of two (2) years' relevant experience in Human Resource Management. *Proven experience in recruitment and selection processes. * Knowledge of Human Resource policies and procedures, recruitment and selection prescripts, Public Service Regulations, Public Service Act, Employment Equity Act, Labour Relations Act, and Basic Conditions of Employment Act. Knowledge of HRM and Development related trends, services and products. * Relevant experience in collating and processing accurate payroll data on SAGE 300 payroll system, including travel claims, and statutory payments. *Arrangements for HR meetings. * Be in possession of a valid driver's License.

Required competencies: *Sound knowledge of HR administration processes and practices. * Strong organisational and administrative skills. * Excellent written and verbal communication skills. * High level of accuracy and attention to detail. * Ability to maintain confidentiality and handle sensitive information. * Strong interpersonal and customer service skills. * Good planning, coordination, and time-management skills. *Proficiency in Microsoft Office Suite and HR Information Systems. * Ability to work independently and within a team environment. * Strong problem-solving and analytical skills. * Ability to manage multiple tasks and meet deadlines. * Professionalism, integrity, and ethical conduct.

Duties: * Assist in streamlining the recruitment and selection processes of the Agency:

*Capturing of executive summaries and coordination of shortlisting processes and conducting interviews.
*Applying recruitment and selection policy provisions in respect of employment background checks (traffic infringements, qualifications, credit, criminal, reference checks and competency assessments where applicable). * Drafting of appointment letters and submissions as part of the recruitment processes. * Provide information to business units on administrative HR processes. * Ensure elimination and or minimisation of audit queries and ensure data integrity in relation to processes by means of applying approved policies.

Facilitate the Conditions of Service policy:

*Implement the approved policy on conditions of services. * Provide advice on employee benefits and statutory requirements. * Ensure effective administration employee benefits (leave, housing, medical aid and pension). * Provide induction on employee benefits on newly appointed employees. * Ensure data integrity on employee files.

Payroll administration:

*Verify travel claims and overtime transactions. *Creating payroll reports and storing information. *Informing employees regarding payment procedures and benefit. *Calculating pay and benefit entitlements, overtime and other payments. *Investigating and resolving payroll issues in line with payroll standards.

Maintain data integrity:

*Maintain all HR and employee files for audit purposes. * Ensure elimination and or minimisation of audit queries in relation to human resources. * Ensure continuous updating of employee information on the system and or files. * Ensure safe keeping on HR Data. *Administration of ESS Sage 300 people.

Learning and Development: *Assist in conducting skills Audits, the development of the Workplace Skills Plan (WSP) and Annual Report (ATR). *Maintain and update all learning and development Data. Update and maintain bursary files for audit purposes. * Assist in co-ordinating and promotion of the implementation of employee wellness programmes. *Facilitate bursary and stationary payments where applicable.

Enquiries: Ms Allison Shingange – (087) 287 7993

Sibusiso Ncube – 011 763 1103

Correspondence will only be with shortlisted candidates. If you do not hear from the Agency in three (3) months from the date of closure, please consider your application as unsuccessful. Recommended candidates will be subjected to the Agency's mandatory background checks, security clearance and qualification verification processes.

To apply please submit a letter of application, recent curriculum vitae as well as certified copies of qualifications and identity document. Applications must be addressed to: 2aom0a@apply.simplify.hr

Please note that late applications and those without all the relevant supporting documents as prescribed above will not be considered.

The RTIA is an Equal Opportunity Employer and is seeking to balance the employment equity profile therefore the youth, Women and People living with disabilities are encouraged to apply.

Internal candidates who meet the requirements are encouraged to apply.

Closing Date: 10 August 2026