



Post: Human Resources Administrator
Reference: HRA/RTIA/2018
Salary: R 183 558.00 pa (Basic Salary)
Term: 12 Months Fixed Term Contract

Requirements: *National Diploma or B Degree in Human Resources Management/Social Sciences/Public Administration * Minimum of two (02) years relevant experience in HR administrative support within an HR environment * Basic knowledge of HR Legislation. * Proficiency in English * Driver's licence will be an added advantage.

Required competencies: * Good communication and interpersonal skills * Client orientation and Customer focused * Innovative thinking * Problem solving and analysis skills * Integrity * Ability to plan and prioritise own work * Attention to detail * Team player * Time management skills *

Duties: * **Payroll Administration;** * Prepare Payroll within time frames stipulated * Assist in the collation of relevant daily, weekly or monthly reports required within the unit * Assist in the collation of reports for Finance Division within set time frames (EMP201) * Check Payroll audit to ensure accurate and detailed information * Ensure that Payroll audit reflects true version of payments made to staff * Ensure timeous loading of Payroll throughout the month on line items * Ensure accuracy and quality check of input * Ensure that anomalies/irregularities are detected and reported immediately * **Recruitment and Selection Administration;** * Assist with the facilitation of the recruitment and selection processes of the Agency * Draft advertisement and facilitate with the advertising in the internal and external media * Capturing of executive summaries for all advertised positions * Prepare documents and CV's for shortlisting and interviewing processes * Apply all policy provisions in respect of recruitment and selection processes (Infringements, qualification, credit, criminal and background checks, competency assessments where applicable) * Drafting of submissions in respect of recruitment and selection * **Learning & Development Administration;** * Assist with the implementation of learning and development interventions * Provide administrative support during the development of all learning and development policies * Assist with administrative support in the implementation of bursary and internship programmes * Assist with all learning and development administration including record keeping and distribution of

relevant documents * **Labour Relations administration**; * Provision of administrative support on Labour Relations functions * Coordinate meetings between the Agency and unions * Take minutes during meetings and prepare and distribute action plans.

Enquiries: Mr K Magongwa

Tel: 087 285 0500

Correspondence will only be with shortlisted candidates, if you do not hear from us in 30 days please consider your application as unsuccessful.

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: [The Human Resources Division, RTIA, PO Box 6341, Halfway House, 1685](#) or hand delivered to [Waterfall Edge B, Howick Close, Waterfall Office Park, Bekker Road, Midrand](#) or emailed to Recruitment@rtia.co.za

Please note that applications 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. The Agency is thus strongly encouraging applicants from the following designated groups; Indians, Coloureds, Whites, unemployed youth, females and people living with disabilities to apply. Preference will be given to Coloureds, Indians and Whites

Closing Date: 12 March 2018 @ 16:30 pm