SMALL ENTERPRISE DEVELOPMENT AGENCY
an agency of the dsbd

JOB PROFILE			
JOB TITLE	Administrator: Employee Relations and Employee Wellness		
JOB GRADE	B4	Minimum	Maximum
		R 131 519	R 177 938
REPORTING TO	Consultants: Employee Relations and Employee Wellness		
MAIN PURPOSE OF THE JOB	To provide effective and accurate administrative and co-ordination services with respect to Employee Relations and Employee Wellness Projects. The ER and EW administrator will also be responsible for updating and maintaining all administration records, information and policies and procedures, compliance , risks and other general support		
NO. OF INCUMBENTS	1		
LOCATION	National Office : Hatfield		
REQUIRED MINIMUM EDUCATION	❖ Matric ❖ Accredited Qualification in Human Resources		
REQUIRED MINIMUM EXPERIENCE	❖ At least 3 years' experience in HR administration ❖ Knowledge of all Relevant Legislation ❖ Solid Experience data management		
KEY PERFORMANCE AREA	❖ ER and EW Administration ❖ Filing and record management ❖ ER and EW Administration System ❖ Minutes taking		
CRITICAL COMPETENCIES	❖ Attention to Detail ❖ Analytical ❖ Results Focused and Quality Oriented ❖ Planning and organising ❖ Interpersonal ❖ Verbal and written communication skills ❖ Computer Literacy ❖ Team player		

	❖ Administration
ADDITIONAL COMPETENCIES	❖ Follow up ❖ Persuasiveness and impact on others ❖ Innovation

Closing Date: 20 February 2015

To apply, please send your application to recruitmenthr@seda.org.za

The appointment of candidates is subject to the verification of all their credentials (employment history, educational, financial, criminal and any other checks as may be necessary). Please note that only shortlisted candidates will be contacted, and if you have not heard from us within three months of submitting your application, please consider it unsuccessful