

**JOB PROFILE**

<b>JOB TITLE</b>	Administrator: Organisational Development		
<b>JOB GRADE</b>	B4	Minimum	Maximum
		R 131 519	R 177 938
<b>REPORTING TO</b>	Consultant: OD and Remuneration Specialist		
<b>MAIN PURPOSE OF THE JOB</b>	To provide effective and accurate administrative and co-ordination services with respect to Organisational Development and HRD Projects. The OD administrator will also be responsible for updating and maintaining all administration records, information and policies and procedures.		
<b>NO. OF INCUMBENTS</b>	1		
<b>LOCATION</b>	National Office : Hatfield		
<b>REQUIRED MINIMUM EDUCATION</b>	<ul style="list-style-type: none"> <li>❖ Matric</li> <li>❖ Accredited Qualification in Human Resources</li> </ul>		
<b>REQUIRED MINIMUM EXPERIENCE</b>	<ul style="list-style-type: none"> <li>❖ At least 3 years' experience in HR administration and OD</li> <li>❖ Knowledge of all Relevant Legislation</li> <li>❖ Solid Experience in data management</li> </ul>		
<b>KEY PERFORMANCE AREA</b>	<ul style="list-style-type: none"> <li>❖ OD Administration</li> <li>❖ Filing and record management</li> <li>❖ OD Administration System</li> </ul>		
<b>CRITICAL COMPETENCIES</b>	<ul style="list-style-type: none"> <li>❖ Attention to Detail</li> <li>❖ Analytical</li> <li>❖ Results Focused and Quality Oriented</li> <li>❖ Planning and organising</li> <li>❖ Interpersonal</li> <li>❖ Verbal and written communication skills</li> <li>❖ Computer Literacy</li> <li>❖ Team player</li> <li>❖ Administration</li> </ul>		

<b>ADDITIONAL COMPETENCIES</b>	<ul style="list-style-type: none"><li>❖ Follow up</li><li>❖ Persuasiveness and impact on others</li><li>❖ Innovation</li></ul>
Closing Date: 20 February 2015 To apply, please send your application to <a href="mailto:recruitment@seda.org.za">recruitment@seda.org.za</a>	
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.	