



SMALL ENTERPRISE DEVELOPMENT AGENCY

an agency of the dsbd

JOB PROFILE

JOB TITLE	Administrator: HR Admin		
DURATION	Twelve (12) Months Fixed Term Contract		
REPORTING TO	Consultant: HR Administration and Benefits		
JOB GRADE	B4	Minimum	Midpoint
	CTC	R 233 458.00	R 274 656.00
NO. OF INCUMBENTS	1		
DIVISION	Corporate services		
LOCATION	Seda National Office		
MAIN PURPOSE OF THE JOB	To provide effective and accurate administrative and coordination services with respect to HR Administration, Benefits and Payroll within the HR Operations Unit		
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> ❖ Provide HR Administration, Benefits and Payroll administrative support ❖ Coordinate HR Operations Unit Events and Committees ❖ Administer third-parties procurement and payment processes ❖ Maintain accurate HR Operations filing and record management system 		
REQUIRED MINIMUM EDUCATION	❖ Matric (NQF Level 4) and Certificate (NQF Level 5) in Human Resources or Human Sciences		
REQUIRED WORK EXPERIENCE	<ul style="list-style-type: none"> ❖ 2 - 3 year's work experience in Administration environment ❖ Solid experience in Data Management ❖ Knowledge of HR-relevant legislation 		
CRITICAL COMPETENCIES	<ul style="list-style-type: none"> ❖ Communication ❖ Planning & Organising ❖ Performance Driven ❖ Administrative Diligence 		

	<ul style="list-style-type: none">❖ Team Work❖ Policy Adherence❖ Basic Computer Skills❖ Financial Acumen
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NB: It is the organization’s intention to promote equity and representivity in terms of race, gender and people living with disability as per the set numerical targets contained in the organizational Employment Equity Plan (EE Plan). **Previously Disadvantaged Individuals are encouraged to APPLY.**

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. **Proposed offers will be made from Minimum to Midpoint as advertised.**

- ❖ 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.
- ❖ Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant’s responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted).
- ❖ Applicants should note that any false information contained in their cv and related documents could result in disqualification and/or summary dismissal. Please note that by applying for this position, you give SEDA permission to process your personal information in compliance with POPI ACT.

To apply, please send your CV to recruitment@sesta.org.za

Please state the position you are applying for in the subject line. **Closing Date: 26 June 2024**