

INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: HUMAN RESOURCES		
18 March 2024		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
HR: 08/2024	HR ADMINISTRATOR ALL INCLUSIVE REMUNERATION: TCTC (PER ANNUM) R305 100.00 – R412 700	1

MICT SETA seeks to employ a suitably qualified and competent HR Administrator, to provide human resource administrative support to the business unit to ensure the effective and efficient running of the unit and to assist in providing key support to the MICT SETA in the execution of the overall strategy..

The role will be based at Midrand Head office and will report to the **Manager: Human Resources**.

MINIMUM REQUIREMENTS:

- Matric plus Three (3) Year National Diploma (NQF 6) in Human Resources or Human Resource Development or equivalent.
- Minimum three (3) years' HR administration experience.
- SETA environment would be an advantage.
- SAGE System would be an advantage.
- Knowledge of Labour Relations Act and Basic Conditions of Employment Act, Skills Development Act.
- Familiarity with office management procedures and basic accounting principles.
- Flexibility in working hours will be required to meet demands of the role.
- May be required to work overtime.

ROLES AND RESPONSIBILITIES

Recruitment and Selection Administration

- Assist with the screening of shortlist applications according to job requirements and forward all shortlisted applications to the relevant business unit head for further shortlisting.
- Prepare interview packs for the relevant position and distribute as required.
- Coordinate and arrange psychometric assessments and feedback with candidates and external providers as required.

- Send out rejection letters based on interview panel findings.
- Coordinate the advertising of vacant positions and source replacements as per recruitment timelines and Standard Operating Procedures.
- Coordinate the recruitment process, including all interview panel members, logistics and relevant supporting packs.
- Assist with on boarding of new employees.
- Assist in the coordination of the induction program for MICT SETA for new employees when required.
- Manage access control to Human Resources related records in terms of controlling the movement of files.
- Maintain a filing system for all personnel information and other pertinent HR related activities such as recruitment, training, health and safety, performance management, amongst others.
- Ensure that all the HR information is uploaded to the HR drive monthly and is up to date for easy reference.
- Assist in the capturing of relevant information and maintaining the database for the business unit, ensuring data integrity.

General Administration

- Coordinate and provide administrative duties in the business unit such as, receiving telephone calls, correspondence and emails and flagging them as required.
- Work with the Generalist to prioritise an agenda and focus on the most important issues and opportunities within the business unit.
- Develop, maintain and update the business unit's annual meetings planner.
- Coordinate the business unit's meetings and preparation and ensure that all invitations, logistics, minutes and relevant agendas and material are provided.
- Assist with the coordination and compilation of reports for the business unit for review and submission.
- Assist in the capturing of relevant information and maintaining the database for the business unit, ensuring data integrity.
- Monitor payments for Unit related activities.
- Maintain costing information of any bursaries awarded.

Training and Development Administration

- Gather and capture all relevant documentation in order to prepare for the annual training plans and reports.
- Facilitate and coordinate induction programs.
- Analyze training requests in accordance with PDP's before submission for approval.
- Coordinate relevant training and development committee meetings such as Bursary Committee
- Assist with updating process flows, forms and provide input into Training and Development policies and procedures.
- Coordinate and administer bursaries as per MICT SETA policies and procedures.
- Coordinate training as required.
- Scheduling and coordinating training interventions.

Remuneration and Benefits Administration

- Assist with the onboarding of new employees in the MICT SETA provident fund, medical aid and salary structure.
- Update and maintain changes in Remuneration and Benefits on the ERP system.
- Verify and collate payroll inputs received from divisions.
- Review data for accuracy, compliance and completeness and follow up on all outstanding documents.
- Verify all supporting documents of new hires prior to upload on the ERP system.
- Create remuneration and benefits processing files and ensure all documents are filed according to MICT SETA policies and procedures.
- Prepare remuneration input from documents and prepare spreadsheets for system upload and import onto the internal ERP system.
- Facilitate and administer new medical aid applications and amendments between employees and service providers.
- Run ERP Reports on remuneration and benefits as required.
- Reconcile all variable pay on a monthly basis
- Resolve leave queries and allocate leave quotas on the ERP system for all employees.
- Process leave requests for temporary employees whom doesn't have access to the ERP system.

Risk and Compliance

- Assist with the submission of mandatory reports and information.
- Prepare reports by collecting information for the Manager.
- Co-ordinate and compile the department's monthly and quarterly reports. Edits and proofreads reports and presentations.
- Track commitments, report deadlines and manage follow-ups.
- Ensure all documents are filed according to company policies and procedures.
- Process all documentation according to MICT SETA policies and procedures as well as document control principals, within specified set time frames to ensure compliance.
- Assist in identifying and adhering to fraud controls, risk prevention principles, sound governance and compliance processes, and tools to identify and manage risks.
- Support and provide evidence to all internal and external audit requirements.
- Maintain quality risk management standards in line with relevant requirements.
- Maintain and enforce all related Service Level Agreements to minimise business risk and ensure business continuity.
- Adhere to all relevant laws, policies and Standard Operating Procedures throughout the organisation.

Client and Stakeholder Services

- Promptly attentively respond to customer requests within established parameters and time frames.
- Assess or check with customer to ensure solution meets request.
- Receive clients, stakeholders, and guests on behalf of the department.
- Obtain and serve refreshments as required.
- Arrange functions on behalf of the department.

SYSTEM SKILLS:

- Microsoft Office Suite – Intermediate Level
- SAGE - Intermediate Level

VALUES

- Customer Centricity
- Ethical
- Innovative
- Committed
- Meritocracy
- Collaboration
- Responsiveness

BEHAVIOURAL COMPETENCIES

- Problem analysis and problem-solving
- Attention to detail and accuracy.
- Adaptability
- Confidentiality
- Initiative
- Stress tolerance
- Strong interpersonal and relationship- building skills
- Ability to work independently.

FUNCTIONAL COMPETENCIES

- Human Capital Management
- Verbal and written communication
- Leave Administration
- Data collection and ordering
- Time management
- Administration
- Planning and organisational skills
- Financial administration
- Report Writing
- Records management
- File and information management

Application:

Please click the link to apply <https://forms.office.com/r/ORGtzNM13M> by no later than **23 March 2024**.

Queries may be directed to 011-207-2649.

Should candidates not hear from us within 30 days after the closing date of applications, they should consider their applications as unsuccessful. Please note that this is an open position.



White, Indian, Coloured and people with disabilities are highly encouraged to apply for

this position in-line with the MICT SETA Employment Equity Targets.

POPIA DISCLAIMER- By applying for MICT SETA's vacancy, you hereby expressly give MICT SETA consent to process your personal information in accordance with the relevant provisions of the Protection of Personal Information Act 4 of 2013 ("POPIA").

Further, the MICT SETA shall retain personal information as per the regulations set out by the National Archives and Records Service of South African Act (NARSSA), Act. 43 of 1996, as amended.

Please refer to the MICT SETA POPIA Disclaimer for further information (<https://www.mict.org.za/popia-disclaimer/>)