



merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

INTERNAL & EXTERNAL ADVERT

We have an excellent opportunity for the following professional to enhance our HR unit:

Temp: Human Resource Administrator (B5)

Salary Level: R24 818. 85 pm

FIXED TERM CONTRACT: 6 MONTHS

HEAD OFFICE

JOB PURPOSE:

The purpose of the job is, but not limited to:

To provide an efficient and effective administration and co-ordination support service in the human resource team.

Duties:

1. Recruitment administration
2. Staff information and induction administration
3. Training and Development administration
4. Performance Management administration
5. Update recruitment matrix.
6. Exit administration
7. Update Labour relation, staff spreadsheet, & Training and development.
8. Leave administration
9. Ad-hoc – Manage office budget, liaise with stakeholders, attend to HR clients, arrange meetings and schedule appointments and diary management, facilitate committee meetings.

Qualities, experience, knowledge and skills required:

- At least 1 years working experience in an HR environment
- NQF Level 6 in Human Resource Management/ Labour Relations or related field
- Computer literacy: word, Excel, and Outlook essential
- Attention to detail
- Administrative skills
- Customer Service Orientated
- High verbal and written communication skills is essential
- Time management and able to work under pressure
- Must be very organized



- Ability and affinity to communicate and work with people is critical

The MERSETA is an equal opportunity employer. **Preference will be given to Affirmative Action candidates and people with disabilities in line with the EE Plan** Please submit a detailed CV, qualifications and motivational letter to: recruitment@merseta.org.za

Only shortlisted candidates will be contacted. ***Internal applicants will be shortlisted only if they meet all the requirements.*** Should you not be contacted within 21 days after the closing date, please know that your application was not successful. ***The MERSETA reserves the right to not make an appointment.*** Please refer to merSETA website for more information.

CLOSING DATE: 09 December 2022