



5 Cascades Crescent, Cascades Office Park, Montrose, KwaZulu-Natal, Pietermaritzburg, 3202
Tel: 033 347 8600, Fax: 033 347 0913, info@ada-kzn.co.za

HUMAN RESOURCES ADMINISTRATOR

(3 month contract)

Reference Number: (2019/05/01)

Minimum Requirements:

An appropriate Degree or National Diploma in Human Resources Management. A minimum of 3-5 years appropriate experience within the HRM environment, knowledge of the basic Human Resources policies and prescripts, working knowledge of recruitment and selection, training & Development, interpreting employment legislation. A working knowledge of VIP would be an added advantage.

Key Performance Areas:

To support the Human Resources unit in the delivery of a professional Human Resources administration service through clerical support services. Maintain & update all HR files perform a variety of general office support duties, make copies, maintain calendar of activities, meetings and various events for assigned HRM staff. Process HR mail including incoming and outgoing mail. Data capturing process inquiries (whether via e-mail, phone or paper) organise resources required for HR meetings (internal & external) minute taking.

Suitable candidates will be selected with the intention of promoting representation.

Note:

ADA reserves the right not to appoint any application to the above position.

Application must be submitted in the following manner:

- A covering letter together with a brief motivation (position title must be included).
- A comprehensive Curriculum Vitae indicating previous employment must be comprehensively detailed; and originally certified copies of qualifications and identity documents must be attached.
- Failure to submit the requested documents will result in your application being disqualified.
- Full names, addresses and telephone numbers of three work related referees.

Enquiries: Ms .N Ngubane (033) 3478600 Closing date: 24th May 2019

Forward your applications, stating the relevant reference number and the name of the publication in which you saw the advertisement, for the attention of Ms. N Ngubane, Agribusiness Development Agency, Private Bag x01, Montrose, Pietermaritzburg 3202 or hand deliver to No. 5 Cascades Crescent ,Cascades Office Park, Montrose Pietermaritzburg.

*Should you not hear from us **8 weeks** after the closing date, please consider your application unsuccessful.*