



JOB PROFILE

A. Post Information	
Post Title	HR Assistant
Component	Corporate and Financial Services Division
Location	Head Office - Braamfontein
Post Reports To	Deputy HR Manager

Job Profile Verification	
Profile Verified By:	Daisy Kenny
Date Verified:	23 February 2022

Job Profile Validation	
Profile Validated By:	Lucky Zulu
Date Validated:	

Job Evaluation Outcome	
Confirmed Grade:	TBC
Date Graded:	

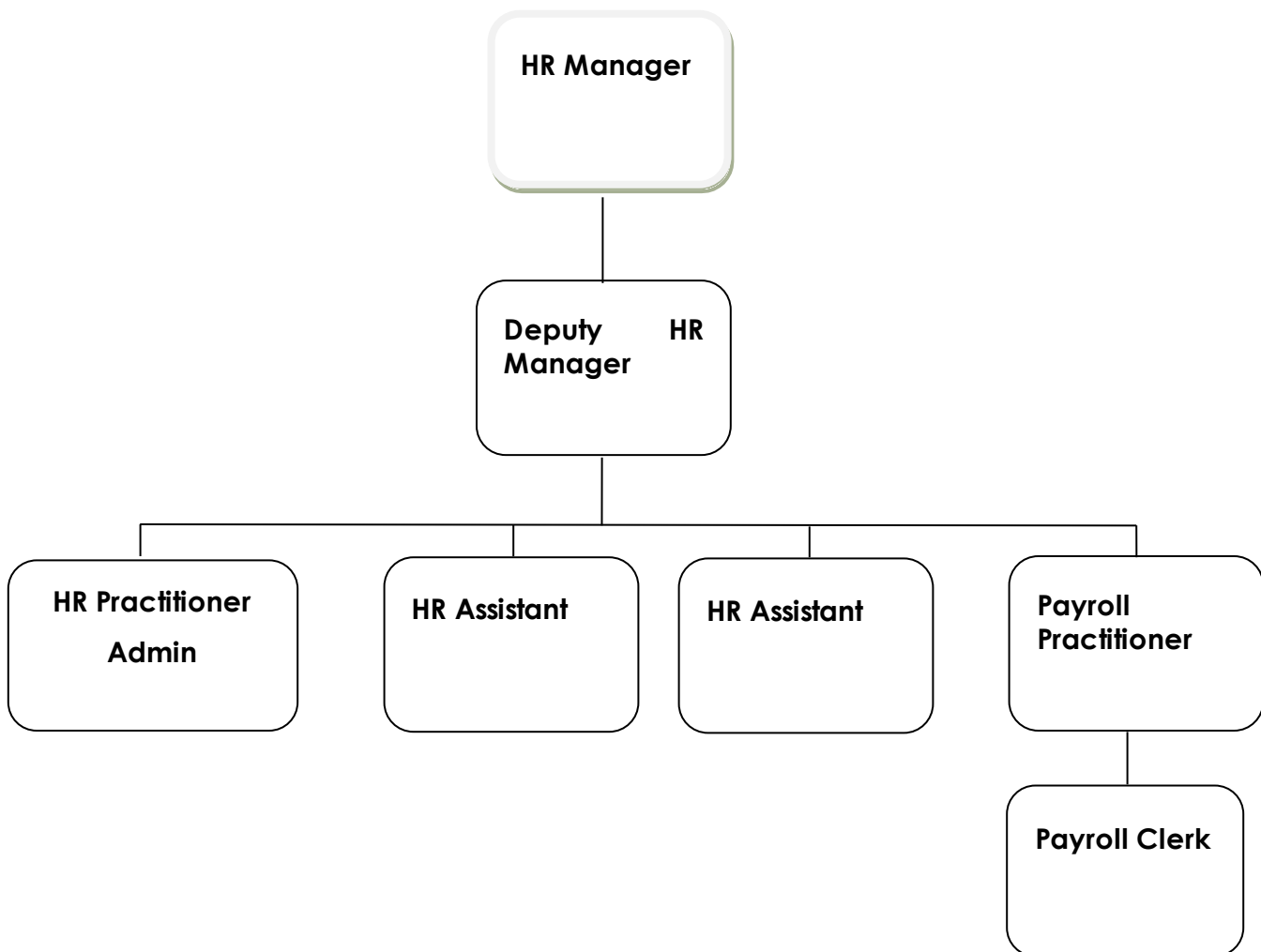
B. Job Purpose

Brief statement outlining the overall purpose/reason for existence of the post (one or two sentences).

The purpose of this position is to implement and manage the day-to-day human resources programs by providing human resources services

C. Position of the Post in the Organisation

Structure diagram



D. Key Responsibilities			
<i>List major activities and contribution to the organisation for which this post is held accountable</i>			
Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
1	Ensure the implementation of the Capacity development plan and processes	1.1	Collate all information for the purpose of developing the skills development plan
		1.2	Provide administrative support for the Organisational capacity function including it's Committees
		1.3	Co-ordinate the scheduling of training interventions including logistics and payment of service providers
		1.4	Maintain all training and development records manually and on the system (e.g attendance registers, certificates, training manuals etc.)
		1.5	Advise staff on matters pertaining to training and development policies and queries
		1.6	Administer the implementation of the bursary scheme as per the policy
		1.7	Provide reports for skills development
2	Ensure the facilitation and implementation of the Performance Management Policy, Procedure and System	2.1	Support the implementation and maintenance of the performance management system and process
		2.2	Provide secretarial and administrative support to the performance management process and its committees
		2.3	Maintain all performance management records, manually and on the system
		2.4	Submit performance management reports

3	Administration of placement of Interns, volunteers and learnerships	3.1	Facilitate and administer the recruitment and placement of interns and volunteers
		3.2	Maintain data and records of interns and volunteers
4	Labour/ Employment Relations (IR/ER)	4.1	Provide administrative support to the IR and ER functions of the Commission
5	Induction/Orientation	5.1	Provide administrative and relevant support to Induction and Orientation of staff members

E. Advisory Responsibility

Is it required from the post holder to give formal advice and engage with external stakeholders? Please indicate the type of advice given and to whom.

To Whom	Type of Advice/ Information
Staff member	On SAHRC Policies and Procedures
Potential Interns, Volunteers and Learners	On recruitment arrangements, outcomes and placements
Training Vendors	On internal policy and procurement processes of the Commission
Unions	On matters arising

F. Accountability

These fields are not compulsory and should only be completed if the fields are relevant to your post

Number of staff directly managed	0
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Number of staff indirectly managed	0
Financial accountability	0

G. Inherent requirements of the Post	
<i>The minimum qualifications, skills, knowledge, experience and behaviour that are required to perform the job competently.</i>	
Skills/ Knowledge/ Behaviour:	
Requirement	Type
<p>Key competencies <i>(This field requires a list of all skills, behaviour and attitude requirements)</i></p>	<ul style="list-style-type: none"> • Administrative capability • Communication Skills (verbal and written) • Planning and organizing capability • Committed team player with sound interpersonal skills • Honesty and integrity • Client orientation and customer focus • Above average proficiency in Ms Office Programs • Excellent analytical & Problem solving skills
<p>Knowledge and education <i>(This field requires a list of all knowledge requirements relevant to this post e.g. Knowledge of the Public Service Act.)</i></p>	<ul style="list-style-type: none"> • Relevant Degree or Diploma in Human Resources/ Industrial Psychology • Knowledge and understanding of relevant HR legislations including the Skills Development Act and Skills Levies Acts knowledge • SETA, CCMA knowledge • Working knowledge of talent management • Knowledge and understanding of performance management processes and good practices
<p>Experience <i>(Please list all relevant experience required for the post)</i></p>	<ul style="list-style-type: none"> • 3 years relevant experience in the Human Resources field

H. Career pathing	
Next higher position:	HR Practitioner
What is required to progress:	See profile(s)

I. Job profile agreement				
<i>The Manager or his/her nominee reserves the right to make changes and alterations to this job profile as he/she deem reasonable, after due consultation with the post holder.</i>				
We the undersigned agree that the content of the completed Job Profile gives an accurate outline and content of the Post.				
Title	Name	Employee Number	Signature	Date