



The BANKSETA is a statutory body established through the Skills Development Act of 1998 to enable its stakeholders to advance the national and global position of the banking and alternative banking industry. As guided by its mandate the BANKSETA is as such an agent of transformation by promoting employment equity and broad-based black economic empowerment through skills development.

Reference Number:	BS01/10/2018
Job Title:	Specialist: Human Resources
Job Band:	C
Reporting Line:	Manager: Human Resources
Full-time/Part-time/Contract:	Full-time position (aligned to the SETA's existence)
Location:	Gauteng - Midrand (Head Office)

Remuneration: R450 000 – R570 000 CTC per annum.

The purpose of the role:

The post holder is required to comprehend BANKSETA Human Resource Management (HRM) related policies/ South African Labour Laws in order to provide the necessary support to the business.

Main Responsibilities:

- To support the HR Manager to drive HR related initiatives and compliance to approved policies;
- To provide BANKSETA staff/management with HR/employment related advise;
- Provide HR Manager with the necessary support in the review of HR related policies/procedures and ensure compliance with any updates to the existing legislation or update thereto;
- Coordinate the recruitment and selection process, advertise vacancies, shortlisting, compile letter of appointment/regret letters and ensure proper record keeping thereof
- Co-ordinate and facilitate the onboarding/orientation processes for new incumbents;
- Support the HR Manager in the implementation of Performance Management Development System and compliance with annual performance management cycle across the divisions and talent management processes;
- Liaise and administer payments for employee benefits with relevant service providers;
- Leave management administration for the organisation;
- Ensure that payroll processes are accurately followed and that deadlines are adhered to;
- Run payroll, update monthly payroll inputs, check data integrity of pay slips for correctness and approval and General Ledger Interface files;
- Preparation of payroll reports that are free of error to the HR Manager for review and approval;
- Handle payroll and benefits queries, resolve problems/discrepancies and to provide feedback accordingly;
- Offer support to the HR Manager to ensure compliance with all statutory requirements (i.e. Unemployment Insurance Fund, Work Place Skills Planning and Annual Training Report, etc.) pertaining to the payroll;
- Maintain and update organisational structures on VIP payroll system;
- Assist with the administrative work for the procurement of HR related requirements as and when required;
- Administer and facilitate the completion of documentation for the onboarding as well as exiting of staff members;

- Keep staff members abreast with regards to planned HR related activities/events and coordination thereof;
- Manage the usage of our EAP through quarterly reports from the service provider;
- Coordination of the Values Assessment Study to ensure timeous completion thereof;
- Support the HR Manager in the advocacy of the Investors in People standards and adoption thereof to maintain the accreditation level;
- Collation of training information for Workplace Skills Plan and Annual Training Report submission;
- Sourcing of Learning & Development initiatives through Supply Chain Management processes;

Competencies:

- People & Results orientation
- Resilience
- Personal integrity
- Planning and organization
- Assertiveness
- Presenting and Communicating information
- Conflict resolution & negotiation skills

Knowledge and Skills Required:

- Knowledge and understanding of relevant HR employment legislations
- Computer literacy

Minimum Requirements

- 3 years' payroll experience
- 3 years' experience working within an HR environment
- HRM Diploma/Degree or any full qualification equivalent to NQF level 7 in HRM qualification

Ideal

- SAGE certified Payroll Practitioner

Closing date for applications: **08 November 2018 at 16h30**

Please direct all applications to hrrspecialist@bankseta.org.za

Enquiries to: silindilez@bankseta.org.za

Note: Preference will be given to candidates who meet BANKSETAs Employment Equity Plan. White males/females are encouraged to apply.