

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:	BSHRADMIN042021
Job Title:	Administrator: Human Resources
Job Band:	A
Reporting Line:	Manager: Human Resources
Full-time/Part-time/Contract:	12 months contract
Location:	Gauteng - Centurion (Head Office)

Remuneration: R 269264.69 – R 403897.03 CTC per annum.

The purpose of the role:

To provide support to all HR Administrative requirements and continuous suggestion on how to improve the BANKSETA's policies and procedures.

Main Responsibilities:

Recruitment & Selection

- The administration and coordination of the recruitment process
- Recipient of applications and filing thereof
- Scheduling of Interviews & making travel arrangements where required
- Invitation of candidates & Preparation of interview packs
- Regretting of Candidates
- Opening & Closing of the Recruitment file
- Drafting of Offer letters

Resignations

- Notify (Old Mutual, Liberty Life, Payroll & Discovery) of the termination
- Ensure that the claims form for the Pension Fund is completed by the employee and submitted on time to Old Mutual
- Ensure that the exit interview form is completed by the exiting employee and filed
- Obtain all resources (Laptop
- ; keys ; tags; remote)
- Issue the Certificate of Service

Administration

- Maintenance of Personnel Files and ensures completeness thereof
- Creation of files for newly appointed staff members
- Ensure that RFD and invoices are received from the respective staff member who is applying

Reception reliever

- Answering of incoming calls and routing them to the respective staff members
- Booking of meeting venues within the BANKSETA
- Welcoming of clients/stakeholders
- Responding to incoming mails from reception

Invoice Payments; following the correct procurement process

- Upon delivery of goods/services – request invoices from the services provider
- Payment of invoices within 30 days of receipt
- Keeping invoice register up to date

Competencies:

- People & Results orientation
- Resilient
- Personal integrity
- Planning and organization
- Assertive
- Presenting and Communicating information
- Conflict resolution & negotiation skills
- Detail orientated
- Ability to work independently

Knowledge and Skills Required:

- Knowledge and understanding of relevant HR employment legislation
- Computer literate – MS Suite

Minimum Requirements

- Minimum of 2 years working experience, of which at least 1 year should be in HR administration.
- Prior working experience within the SETA environment (non-negotiable)
- Grade 12
- Obtained or Studying towards a National Diploma in Human Resources/NDIP HRM

Closing date for applications: **23 April at 16h30**

Please direct all applications celesteh@bankseta.org.za

Please use the reference number of this advert (BSHRADMIN042021) when applying.

Note: Preference will be given to candidates who meet BANKSETA's Employment Equity Plan. White and coloured males/females are encouraged to apply.