

## CAREER OPPORTUNITY

The Council for Scientific and Industrial Research (CSIR) is a leading scientific and technology research organisation, implementing projects throughout Africa and making a difference in people's lives.

### Human Resources Administrator

(Four months contract)

#### About the job:

CSIR has a vacancy for a **Human Resources Administrator**, who will provide secretarial and administration support to the HR manager and the HR group to ensure efficient and effective smooth running of the HR department. The position is based in Pretoria.

#### Key responsibilities:

- Manage the HR manager's office by ensuring diary management; travel and accommodation arrangements and provide support on all other office administrative duties;
- Establish and maintain efficient and effective filing system (electronic and paper), and document tracking system;
- Produce documents by using all required software, including presentations; and document formatting, spreadsheets, etc;
- Draft agendas for meetings and take minutes and make follow-ups on actions to be taken;
- Manage information by downloading data and reporting on HR data on a monthly basis;
- Coordinate data for work skills plan and annual training plan to comply with legislation;
- Assist HR practitioners with compilation of Approval to Recruit and Approval to appoint forms;
- Ensure that timesheets for temporary employees are submitted and processed on time;
- Coordinate payroll audit certificates for submission to payroll;
- Follow up on outstanding invoices and check if invoices have been paid;
- Coordinate on-boarding process of the unit;
- Support HR practitioners on review, reporting of Human Capacity Development pipeline, bursary holders, Research Professional Development Programme (RPDP), scholarships, DST/ NRF interns, etc.;
- Provide administrative support relating to career ladder process; job profiling; interim salary increases approvals; excellence awards project plans and adjudication process; and HR-related workshop arrangements.

#### Qualifications, skills and experience:

- A national diploma in administration or HR-related field with three years 'senior secretarial/administrative experience in an HR environment;
- Service orientation;
- A good relationship builder;

- A self-reliant person who uses his/her own discretion/initiative;
- Problem-solving skills;
- Ability to exercise tact and good judgement with highly sensitive information.
- Organising skills;
- Knowledge of ISO9001 standards;
- Working knowledge of CSIR systems, including DMS, procurement, Workflow will be an advantage.

Should you meet the above requirements, please email your CV to [jobapplications@csir.co.za](mailto:jobapplications@csir.co.za) with your name and surname, position title and reference number in the subject line, **(eg. John Smith: Human Resources Administrator: Reference No: 308119)**

**Closing date: 31 May 2017**

**PLEASE NOTE THAT FEEDBACK WILL BE GIVEN TO SHORTLISTED CANDIDATES ONLY.**

For more information, please contact the CSIR Recruitment Centre on **012 841 4774** or email us at [Recruitmentinfo@csir.co.za](mailto:Recruitmentinfo@csir.co.za)

*The CSIR is an equal opportunity employer. As such, it is committed to the Employment Equity Act of 1998. By applying for this position at the CSIR, the applicant understands, consents and agrees that the CSIR may solicit a credit and criminal report from a registered credit bureau and/or SAPS (in relation to positions that require trust and honesty and/or entail the handling of cash or finances) and may also verify the applicant's educational qualifications and employment history. **The CSIR reserves the right to remove the advertisement at any time before the stated closing date and it further reserves the right not to appoint if a suitable candidate is not identified.***