JOB DESCRIPTION: HUMAN RESOURCES ADMINISTRATION OFFICER

CAMPUS: Johannesburg
SUPERVISOR: Human Resources Manager

POSITION OVERVIEW:
Provide office administrative support to the Human Resources Office, and serve as a resource to AISJ employees.

QUALIFICATION:
- Certificate, degree, diploma or other relevant qualification relating to Human Resources
- Matric Qualification
- Knowledge of principles and practices of office coordination
- Knowledge of basic principles and practices of record keeping
- Excellent command of the English language, including spelling, grammar and punctuation.
- Previous experience in similar role and in a school environment preferred.
- Knowledge and principles of Human Resources Practices
- Knowledge and experience on VIP Premier HR database system

ATTRIBUTES:
- Demonstrate the aptitude or competence for assigned responsibilities
- Demonstrate the ability to take initiative and carry out assigned tasks to completion
- Manage time and resources well and demonstrates good organizational abilities
- Work under pressure when required and be available to work overtime when the role and responsibilities require it
- Committed, motivated and able to achieve tasks in required time frame
- Positive attitude
- Continuously pursues to improve skills through on the job or external training
- Able to prioritize important matters and act on them accordingly
- Strong interpersonal skills

PREFERRED SKILLS AND EXPERIENCE:
- A minimum of 3 years’ experience in a Human Resources Office
- Previous experience working in the educational sector advantageous
- Knowledge of South African laws and HR compliance and regulations
- An understanding of, and insight into, the BCEA, LRA, OHS, EE and POPI Acts
- An understanding of South African immigration laws
KEY PERFORMANCE INDICATORS:

- Be informed and keep up to date with the South African immigration laws.
- Assist employees with HR related queries and requests.
- Advise the Human Resources Manager regarding all matters that involve conflict between employees.
- Assist in the development of Human Resources procedures and processes.
- Work to improve communication, cooperation and planning in the Human Resources Office.
- Assist in the organization and conduction of new staff orientation.
- Maintain an accurate record of all properties leased by the School for overseas staff.
- Be familiar with and keep updated on Labor Law regulations and Basic Conditions of Employment regulations.
- Use discretion and maintain confidentiality at all times.

GENERAL DUTIES AND RESPONSIBILITIES

- Greet visitors to the Human Resources Office in a welcoming and friendly manner.
- Answer and forward calls within the Human Resources Office.
- Perform general administration duties for the Human Resources Office.
- Perform private / confidential filing for the Human Resources Office.
- Assist the School’s Visa Facilitator with the preparation and submission of applications for renewal of work, study and accompanying permits to the Department of Home Affairs when needed.
- Keep the Admissions Department informed of study visa requirements for AISJ staff dependent children.
- Prepare, correlate and monitor payment requisitions and signatures for same.
- Answer questions from and act as liaison between the Human Resources Manager and employees, should the Human Resources Manager be unavailable.
- Schedule appointments for the Human Resources Manager, as may be required from time to time.
- Prepare the boardroom or meeting room for meetings and arrange for refreshments.
- Assist in preparation of contract drafts and revisions and maintain master template for all contract formats.
- Prepare and distribute annual Employment Agreements.
- Maintain a confidential system for personnel records for all school employees in order to provide a comprehensive, efficient, accurate and current record of all matters pertinent to employment, transfer, tenure, retirement, leave, and promotion.
- Maintain current and historical databases for personnel records.
- Prepare and maintain all school position job descriptions in a consistent format and work with the Human Resources Manager and department supervisors to ensure that employees know and understand the duties and expectations of their jobs.
- Work with the Human Resources Manager to implement the staff evaluation process, and receive and file evaluations from department supervisors.
- Maintain and follow Human Resources procedures, regulations and processes related to the function, rights and responsibilities of all staff.
- Ensure that all staff members are aware of the Human Resources procedures regulations and processes, and that employees have access to the Faculty Handbook when needed.
- Liaise with overseas medical insurance providers to register new employees, withdraw resigning employees, and provide assistance in solving problem claims.
- Assist in obtaining quotations for annual home leave airfare and payment of same.
• Assist with scheduling training for identified employees
• Assist overseas employees (shipping, demobilization, airfare, etc) as they demobilize from South Africa.
• Assist with transitional support for new overseas hire teachers (housing, orientation, obtaining vehicles, shipping, air travel, settling in allowance, etc)
• Assist in the preparation of new staff houses for occupation, including maintenance, cleaning and furniture.
• Assist in the preparation of new staff housing kits, including linens, crockery, cutlery, pots and pans, etc.
• Preparation of Verification of Employment letters as required.
• Assist in the arrangements that need to be made for any maintenance related issues at any of the properties leased by the School for overseas staff.
• Provide switchboard coverage and act as School Receptionist in the absence of the regular Receptionist.
• Any other duties as may be assigned by the Director or the Human Resources Manager.

School Hours 07:30 a.m. to 4:00 p.m. Monday, through Friday.

Contact For more information, contact Rhonda Russ, Human Resources Manager at russ@aisj-jhb.com. All interested candidates are to submit their cv together with a letter of interest to recruitment@aisj-jhb.com, for the attention of Rhonda Russ.