

VACANCY NOTICE

INTERNAL AND EXTERNAL ADVERT:

Position	HR Administrator	Reports to	HR Practitioner
Location	12 8 th Avenue Walmer Gqeberha	Department	HR
Type of Contract	Fixed Term	Number of positions	One
Date of Vacancy	25 November 2025	Closing Date	02 December 2025

PURPOSE OF THE JOB

To help Masifunde Learner Development achieve its vision and objectives by providing effective, accurate and efficient administrative help to the HR Department and a sound HR service to the organisation.

MINIMUM QUALIFICATIONS

- Grade 12
- Degree or National Diploma in HR
- Valid Driver's License

EXPERIENCE

- 2 years' experience in an HR position
- Payroll experience
- Proficiency in Microsoft Office
- Experience in employment legislation
- Afrikaans and Xhosa speaking is advantageous

RESPONSIBILITIES

HR Administration

- Maintain employee files and records.
- Distribute HR documents internally and externally.
- Handle basic HR queries (leave, appointments, loans, advances) or escalate.
- Prepare contracts, benefits, provident fund withdrawals, and beneficiary nominations.
- Coordinate terminations and ensure documentation is complete.
- Communicate with employees, supervisors, and managers as needed.

Meetings & Staff Functions

- Arrange and document meetings (agenda, minutes, attendance).
- Organize annual functions, staff birthdays, and special occasions (gifts, cards).

TLT / Trainee Administration

- Manage trainee attendance, contracts, tracking, and system updates.
- Conduct inductions, assist in interviews and disciplinary actions.
- Maintain trainee records, registers, and submit monthly hours.
- Provide day-to-day support for trainee system issues and queries.

Payroll Systems Support

- Assist with HR and payroll systems (Sage Pastel, Astrow) for updates, leave, deductions, terminations, promotions, and employee queries.

- Help prepare payroll-related documentation (UI19s, garnishee orders).

Recruitment

- Open recruitment files, conduct reference checks, and manage new employee documentation.
- Facilitate inductions for new hires.

Skills Development

- Support administration for training and skills development programmes.
- Assist with SETA reporting, learner/apprentice agreements, and registrations.

Employment Equity

- Assist with preparing Employment Equity reports for submission.

Organisational Design & Policy

- Support job description updates, policy drafting, and HR documentation.

Housekeeping / Office Management

- Maintain clean, orderly workspaces and proper storage systems.
- Report equipment or safety issues.
- Uphold company image through organized environments.

• OTHER / BEHAVIOURAL COMPETENCIES

- Punctual
- Safety Conscious
- Problem-solving
- Dealing with pressure
- Conflict handling
- Communication skills
- Confidence
- Excellence
- Good personal appearance
- Administration
- Multitasking
- Organising
- Time management
- Interviewing Skills
- Industrial Relations
- Accuracy
- Common sense
- Conscientious
- Honest (trustworthy/truthful/ethical)
- Interpersonal skills
- Confidentiality
- Tact/Diplomacy

• Solution orientated	
Appointment/s will include the principles of Employment Equity. We encourage applications from women, persons with disabilities, and individuals from diverse backgrounds. Due to the high volume of applications, only shortlisted candidates will be contacted. If you have not heard from us within 30 days, we regret to inform you that your application has not been successful.	
APPLICATIONS TO	https://forms.gle/8ex4aTYGH58Lm4L39
CONTACT NUMBER	041 581 2543