



Job Advert

HR Administrator Permanent

The Human Resources Administrator assists the Human Resource Business Partner by coordinating and administering the management of all aspects of people management, befitting Sanbona Wildlife Reserve, across the organisation.

Dimension	Job Requirements
Thinking Ability	<ul style="list-style-type: none">▪ Ability to comprehend, develop and communicate abstract concepts▪ Ability to correctly communicate detailed information to others▪ Ability to translate instruction into helpful action▪ Ability to review detailed information and extract relevant information for application in the HR function▪ Demonstrates the ability to think ahead and take initiative
Academic Qualifications and Background	<ul style="list-style-type: none">▪ A formal qualification in Human Resources Management, or Industrial or Organisational Psychology
Work Experience	<ul style="list-style-type: none">▪ Previous experience in the Human Resources function in a similar environment
Job technical Skills	<ul style="list-style-type: none">▪ Proficient user of Microsoft Office Software▪ Proficient user of Payroll (SAGE) and Human Resources Information System software▪ Knowledge of online system for reporting IODs▪ Good basic knowledge of BCEA, LRA, SDA and EEA▪ Familiar with unionised environment
Personal Qualities	<ul style="list-style-type: none">▪ Good communication and inter-personal skills▪ Displays a heightened sense of justice and 'fair-play'▪ Displays a sense of urgency and dedication to meeting the needs of others▪ Tenacious in maintaining systems and processes to increase efficiency and employee engagement▪ Demonstrates high integrity and is able to ensure confidentiality of sensitive information▪ Does not make judgements about people based on their views, habits, and personal preferences▪ Displays an ability as a natural mediator and resolver of conflict▪ Ability to multitask and deliver under pressure with high degree of attention to detail and accuracy▪ Emotionally stable, even tempered and calm when faced with challenges▪ Ability to work independently within the scope of work, without receiving detailed instructions

Sanbona shall apply the employment equity principles as set out in the Employment Equity policy and Plan.

*Interested applicants should submit a comprehensive Resume/ CV with all supporting documents to careers@sanbona.com by no later than **30 November 2022**.*

CONSENT TO PROCESS YOUR INFORMATION:

By sending us your application, Curriculum Vitae, academic records, qualifications, or any other personal information as defined by POPIA:

1. You have disclosed up to date and accurate records; and
2. You agree to us keeping your records in our data base as per our Retention Policy.

Declaration:

By agreeing to the terms herein, you give Sanbona the authority to process your personal information. This consent will remain valid until such time as we have received instructions from you to request, subject to any applicable law and where appropriate, the correction, updating or deletion of your personal information held by us. You further acknowledge and declare that all personal information supplied to Sanbona is accurate, up to date, not misleading and complete in all respects