



Ndlovu Care Group is a South African NGO based in the rural environment of Elandsdoorn, Limpopo Province which provides comprehensive integrated Health, Child Care & Community Development and Medical Research services as part of a large scale development program

Visit our website www.ndlovucaregroup.com

Ndlovu Care Group is currently looking for motivated candidates for Ndlovu Medical Centre in Elandsdoorn, Moutse East, Limpopo:

HR ADMINISTRATOR

Job Purpose:

The HR Administrator is responsible to assist in all HR services within the Organisation and ensuring that the HR administrative function is supporting the teams and the wider business in the most effective way possible

Minimum experience and Qualifications:

- Relevant Human Resource Administration qualification
- More than 5 years' working experience as HR Administrator (or equivalent)
- At least 2 years HR Premier experience
- At least 2 years **VIP payroll experience (essential)**
- 2 - 3 Years in HR Administration environment
- Experience doing payroll for more than 200 employees
- Previous experience facilitating / organising training for staff an advantage
- Experience submitting UIF documentation for staff
- Experience working with medical aids and Provident funds an advantage
- Experience with SARS HR submissions

Duties and Responsibilities:

- Ensure that month end payroll is captured and processed accurately and submitted on time
- Prepare monthly payroll data and present payroll to EXCO for sign-off
- Coordinate recruitment functions and Establish relationships with recruitment agencies
- Administer Provident fund and Medical Aids
- Ensure all new Employee paperwork is completed accurately within agree time frames
- Assist with Induction of new employees
- Work with managers on probation process for new employees –assist the process from start to completion
- Maintain Employee Files and all relevant HR documentation
- Assist employees with queries - leave, UI19's/certificate of services/schedule of service and confirmation
- Employees leave administration and Capturing of leave records on VIP
- Manage time and attendance registers for all employees
- Manage leave reconciliations and ensure accurate balances at all times
- Ensuring all processes are in line with the BCEA and LRA, and other labour compliances

- Partake in EE activities
- Prepare data for the submission of ROE annually
- Assist with Updating and maintaining of HR Policies and related policies and Procedures
- Any administrative HR related tasks from time to time;

Skills and competencies:

- Advanced MS Office
- Good Labour Law knowledge
- Microsoft Office Suite – Intermediate Level
- VIP Payroll (or equivalent) capturing and overseeing. Must have good knowledge of Tax Laws.
- Multi-tasking
- Honest and reliable
- Accurate
- Loyal and hardworking
- Attention to detail and problem-solving skills
- Exquisite People skills

N.B Candidates without VIP payroll experience need not apply

Candidates should submit their application and detailed CV to Anita Foulds, at fax number 013 262 3498 or by e-mail to recruitment@ndlovu.com, *with the job title in the subject line.*

Please note that if you have not had a response from us within 7 days after the closing date of this advert, you can deem your application as unsuccessful. Please use the job title as your reference on your application

Closing date: 26 November 2020