



INTERNAL/EXTERNAL ADVERT

The Office of the Pension Funds Adjudicator (OPFA) is a statutory entity established in terms of the Pension Funds Act, 24 of 1956 to dispose of pension fund complaints lodged in terms of the Act in a procedurally fair, economical and expeditious manner.

HUMAN RESOURCES ADMINISTRATOR

Pretoria Office, Ashlea Gardens

Remuneration: *The position offers a Market related salary*

The Office of the Pension Funds Adjudicator (OPFA) is seeking to appoint a candidate who is results-driven, passionate about service delivery, thrives under pressure, respect deadlines and a team player with high levels of professionalism.

Minimum requirements and key competencies:

- Diploma in Human Resources Management, B-Tech degree or Bachelor's degree in Industrial Psychology or Human Resources Management or Organisational Psychology
- 3-4 years relevant work experience
- Knowledge of HR practices and current HR legislations
- Attention to detail
- Demonstrate customer service skills
- Ability to maintain high level of confidentiality
- Administrative skills
- Planning and organising skills
- Time management
- Ability to prioritise tasks
- Take initiative of personal development

- Team player
- Ability to work under pressure
- Excellent verbal and written communication skills
- Computer Literacy (MS Word, Excel, Ms Outlook)

Responsibilities:

- Administration of the Recruitment and Selection process
- Prepare appointments, transfers, promotions, terminations and regret letters
- Provide administration on HR functions relating to employee wellness, employee relations, learning and development, benefits and rewards and performance management
- Provide HR reports and relevant statistics as and when required
- Administer and maintain proper HR filing system
- Upkeep of personnel files
- Preparation of HR documents for Audit (liaise with Auditors)
- Attend to queries from Line Managers, Employees and outside stakeholders
- File preparation and conduct Interviews
- Administrative support to HR Manager
- Payroll preparation
- Take minutes of meetings
- Leave Administration
- General Administration

Interested persons should apply in writing by submitting their application, inclusive of letter of motivation, CV, recently certified copies of qualifications and ID, to careers@pfa.org.za. People with disability are encouraged to apply. Closing date for applications is 4 June 2021.

The OPFA reserves the right not to make an appointment. If you do not receive any response within a month of the closing date, please accept that your application has been unsuccessful. Regret correspondence will only be sent to interviewed candidates.