



EXTERNAL ADVERT

The Office of the Pension Funds Adjudicator (OPFA) is established in terms of section 30B 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.

Position : **Human Resources Intern**
Position status : **12 Months Contract**
Reporting line : **Head of Human Capital**
Position location : **Pretoria, Ashlea Gardens**

Qualifications and Experience:

- National Diploma, B-Tech or a Bachelor's Degree in Industrial Psychology or Human Resources Management or Organisational Psychology
- Honours degree in any of the above fields will be advantageous

Minimum Requirements and Key Competencies:

- Be articulate, analytical and detail oriented
- Strong computer literacy - master excel
- Maintain high code of conduct and confidentiality

Responsibilities:

Talent Attraction, Acquisition, Onboarding and Offboarding

- Administer the talent sourcing process+D26:H35
- Coordinate Interview and psychometric assessment process
- Administer the employment contracting process
- Coordinate and administer the job evaluation (JE) process
- Administer the new employee orientation and onboarding process
- Collate payroll input documentation for new and existing employees
- Administer and guide managers on the exiting employee offboarding process

HR Information and Records Management

- Manage electronic and manual employee records to ensure that HR is audit ready.
- Coordinate all HR audit processes (internal audit, external audit, DoL, SETA)
- Update and maintain the Headcount Reports and Organogram
- Coordinate the HR annual policy review process

General

- Updating personnel files
- Processing death and funeral claims
- Compiling certificates of service for review
- List preparation for long service awards
- Processing monthly reports for absenteeism, turnover, leave excess, new hires
- Advising employees on medical aid and other benefits
- Assisting line managers with general queries
- Draft appointment and regret letters
- Maintain personal files and filing cabinets
- Support HR Officer/HHC with adhoc HR request HR Manager
- Support with the collection and submission of Payroll inputs

Behavioural Attributes:

The potential suitable candidate must be a strategic and creative thinker, passionate about service delivery, be able to thrive under pressure. The candidate must be able to display compassion towards members of the public and complainants and have an open-door policy. Energetic, outcomes and deadlines driven attributes are essential. An influential team player, great communicator, with high levels of integrity and professionalism.

Remuneration: OPFA offers market related remuneration commensurate to the successful candidate's skills and experience.

Interested persons may submit applications, inclusive of academic qualifications and CV to careers@pfa.org.za. Closing date for applications is 18 December 2023.

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.

The OPFA is an equal opportunity employer and as such, preference will be given to candidates from the designated groups in line with the organisation's employment equity plan. **Persons living with disability are highly encouraged to apply.**

By completing your details and submitting your application, you consent to OPFA processing your personal information.