



INTERNAL/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 Officer**
Position status : **Permanent**
Reporting line : **Head of Human Capital**
Position location : **Pretoria, Ashlea Gardens**

Qualifications and Experience:

- Degree in HR Management, Industrial Psychology, or any related tertiary qualification.
- 5 years relevant HR experience with at least 3 years in a generalist role.
- Experience in the financial services sector will be an added advantage.
- Exposure to the public entity operations

Minimum Requirements and Key Competencies:

- Sound and applied knowledge of HR policies, processes, and procedures
- Proficiency in HR System (s), and MS Office.
- Report writing skills.
- Excellent verbal and written communication skills.
- Sound communication and presentation skills
- HR Projects Management
- South African labor legislative frameworks
- Good understanding of the public entity sector
- Excellent attention to details.

Responsibilities:

HR Operations and Administration Management

- Provide effective support and advice to managers and employees on all HR related policies, processes, programs, procedures, and systems.
- Collect and coordinate performance agreements, performance review and performance evaluations documentation from business.
- Support the HR Manager with the administration of the Performance Management Process, including:
 - Administering the new employee probation evaluation processes
 - Ensuring adherence to OPFA's performance evaluation and moderation processes and timelines.
 - Receive and conduct first-level administrative quality assurance of performance management documentation prior to submission to the HR Manager,
- Support the HR Manager with all administration related to Employee Relations matters.
- Support the HR Manager with all administration related to Remuneration, Rewards and Recognition of employees, including:
 - Administration of the annual merit-based increase processes
 - Administration of the discretionary incentive programs
 - Administration of various recognition award programs
- Plan and implement the employee wellness activities and events in line with the organisation's wellness program.
- Ensure successful implementation of the new employee onboarding and exiting employee off-boarding.
- Contribute to the overall HR policy development and review processes.
- Accountable for all HR related administration and ad hoc HR projects coordination

HR Information Management

- Manages and maintains electronic and manual employee records to ensure that OPFA is always audit ready.
- Ensure end-to-end management and maintenance of the HR information system.
- Load new employees, manage employee data, and update changes for existing employees on the HR System
- Collate and submit accurate employee information/changes to payroll for monthly payroll processing.
- Manage and maintain employee leave records.
- Responsible for updating and maintenance of the OPFA's organograms.
- Assist with the effective management of headcount.
- Ensure that the HR policies and documentation on the intranet are up to date for employee visibility.
- Management of general HR communication

Recruitment Administration

- Facilitate the job profiling process to ensure all positions are appropriately graded.
- Compile job specifications and coordinate the obtaining of approvals for advertising vacant positions.
- Manage various recruitment platforms for advertising positions and sourcing candidates.
- Manage response handling for all advertised positions.
- Screen and provide a pre-liminary shortlist of candidates for hiring manager consideration.
- Schedule interviews with internal and external candidates
- Schedule competency assessments for candidates
- Facilitate the process for conducting candidate integrity/reference checks.
- Support compilation of submissions to obtain approval of the appointment of selected candidates.
- Compile all relevant hiring documents for the successful candidates and ensure presentation to the successful candidates.
- Prepare and ensure completion and receipt of all on-boarding documents.
- Coordinate the orientation process of new employees from pre-onboarding to post-onboarding.

Training Administration

- Facilitate the implementation of training initiatives from the Organisational Development Plans
- Facilitate the implementation of targeted learning from Talent Development and Succession Plans
- Coordinate and ensure delivery of the onboarding/induction workshop for new employees.
- Partner with the Supply Chain Team to ensure compliance to delivery of approved learning programs for employees.
- Maintain all training records, including training registers, invoices, and certificates.

HR Governance, Compliance, Reporting

- Coordinate and attend the Employment Equity/Skills Development committee meetings.
- Prepare and timeously distribute the Employment Equity/ Skills Development committee meetings minutes.
- Compile the Employment Equity plans for Department of Labour reporting.
- Compile the Skills Development reports for SETA reporting.
- Compile monthly, quarterly, annual, and other ad hoc HR reports for submission to relevant governance committees.
- Effectively manage HR records and ensure availability of HR related documents for all audit requirements.

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 05 December 2023.

The OPFA reserves the right not to make an appointment. 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.