



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 salary package commensurate with experience***

The Office of the Pension Funds Adjudicator (OPFA) is seeking to appoint results-driven, passionate about service delivery, excellent communication skills and a team player with high levels of professionalism.

#### **Minimum requirements and key competencies:**

- Grade 12 with a relevant HR qualification/Certificate or equivalent
- At least 2 years' experience in HR administration role
- Knowledge of HR practices and current HR legislations
- Computer Literacy (MS Word, Excel, MS Outlook)
- Excellent Communication skills (verbal and written)
- High level of accuracy and attention to detail
- Good interpersonal and organizational skills
- Ability to work in a team and under pressure
- Highly reliable and trustworthy

#### **Responsibilities:**

- Place job advertisements and receive CVs
- Arrange interviews and psychometric assessments
- Do reference checks
- Prepare appointments, transfers, promotions, terminations and regret letters
- Capture and maintain all relevant employee information on the HR system
- Provide advice to employees on OPFA 's human resources policies
- Attend to HR related queries
- 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

***Interested persons should apply by submitting their Curriculum Vitae to Careers@pfa.org.za***

***Closing date for applications is 05 December 2018***

***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.***