



## **HR ADMINISTRATOR**

The Office of the Pension Funds Adjudicator (OPFA) is a statutory body established in terms of the Pension Funds Act, 24 of 1956 to investigate complaints referred to it in terms of the Act. The OPFA is based in Ashlea Gardens in Pretoria

The OPFA seeks to appoint an **HR Administrator**, to provide general human resources administration support.

The individual will be responsible for the following:

1. Recruitment and Selection
2. Appointments and Transfers
3. Job Descriptions and Performance Management
4. Rewards, Remuneration & Benefit Administration
5. Leave administration
6. General Administration, Liaison and Assistance to staff
7. Terminations /Resignations /Retirements
8. Special projects/Ad-hoc Tasks
9. HR Assistance and Queries

### **Qualifications and Experience**

- 3 year Diploma in Human Resources management or B Tech degree in Human Resources management and two years practical experience
- 1- 2 years of professional experience in at least 3 of the major functional areas of human resources

### **Key competencies**

- Sound understanding of HR policies and procedures

- Sound understanding of HR legislation
- Attention to detail
- Team orientated assertiveness
- Demonstrate customer service skills
- Presentation and Negotiation skills
- Effective written and verbal communication skills
- Ability to solve problems, design and execute projects
- Ability to maintain high level of confidentiality
- Strong interpersonal/human relations skills
- Ability to work independently as well as part of a team
- Ability to operate a personal computer, proficient in the use of the MS Office suite of products

***Interested persons should apply in writing by submitting their curriculum vitae to Tlou Ramara at [Careers@pfa.org.za](mailto:Careers@pfa.org.za).***

***Closing date for applications is 17 October 2014.***

***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 send to interviewed candidates.***