

- Actively supports work improvement and/or organizational change by work or deed
- Good understanding of Development Agencies.
- Business planning, strategy and funding proposal writing.
- Project packaging skills.

**POST NO.02/2018/19**  
**JOB TITLE: HUMAN RESOURCE OFFICER**  
**SALARY 240 000.00**

**Requirements:**

- Three year qualification in Human Resource Management or Equivalent;
- At least two years relevant experience;
- Pastel payroll and HR will be added as advantage

**Job Tasks**

- Contribute towards the formulation, development and on-going review of Human Resources policies and procedures in order to ensure equality and consistency in Human Resources approaches.
- Provide support to UMDA management and staff by interpreting HR policies, procedures and conditions of service in order to ensure that there is consistency in the application thereof;
- Support Management in procurement of human resources through recruitment, selection and appointment in order to ensure that the UMDA's human resources requirements are met;
- Ensure that all recruitment of staff is in line with UMDA's policy of equal opportunity.
- Administer all types of leave by issuing, recording and capturing all types of leave.
- Processing of correspondences associated with confirmation of employment, contracts, regret letters as well as termination of services.
- Completing standardised forms and documentations reflecting details/information and descriptions in respect of appointment/terminations instructions.
- Maintaining and updating personnel information with respect to changes in employment/personal status.
- Assist employees to make changes to their details eg. Banking details, pension, conditions of service and social schemes.
- Rendering administrative services in the recruitment process eg. Making schedules and notifying all stakeholders.
- Arranging and proving information on matters such as gender, employment levels, race groups and disabilities as required in line with employment equity.
- Rendering administrative services in the PAYROLL that include ; calculate and capture all aspects of payroll; run payroll at month end; ensure deductions process accurately and capture HR info onto system and produce reports
- Attend to all personnel management functions
- Assist in maintaining and developing the skills development function / strategy for UMDA
- Assist to draft, implement, monitor and manage a suitable UMDA skills development strategy that will conform to the business strategy.
- Conduct a skills gap analyses to determine the skills status / shortages.
- Monitor, manage and administrate all internal and external training

**Key Competencies:**

- Overcomes unexpected difficulties and challenges to produce results;
- Works effectively with diverse colleagues in own and other sectors;
- Consistently seeks and addresses feedback on own performance;
- Actively supports work improvement and/or organizational change by work or deed;
- Computer Literacy
- Good analytical, presentation and writing skills