

**POST NO.04/2016/17**

UMhlosinga Development Agency SOC Limited (UMDA) is An Economic Development Agency that is wholly owned by uMkhanyakude District Municipality. UMDA's key objective is to generate sustainable economic growth and development, through projects which benefit the local communities and residents of the District. UMDA requires the services of a Human Resource Officer to support management on Human resource management, training and personnel management functions.

**JOB TITLE: HUMAN RESOURCE OFFICER**  
**SALARY 240 000.00 per annum PLUS pension fund and medical aid benefits**

**Requirements:**

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

Interested parties must forward their applications and enquires to CFO, Mrs. SQ Mntambo, UMDA (uMhlosinga Development Agency), and hand delivered to lot 308 Ebony Crescent, Mtubatuba 3935 or e-mail: cfo@umda.org.za. Fax applications will not be accepted. The application must include motivation letter, detailed CV with 3 contactable references.

**Closing date** for applications will be **14 March 2017**, if you have not heard from UMDA within two 3 months of the closing date, please accept that your application was unsuccessful.

UMDA is committed to the principles of Equipment Equity and Equality Employment Opportunities.



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**MR. MM. NTULI**  
**CHIEF EXECUTIVE OFFICER**

**27/02/2017**

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**DATE**