



## **INTERNAL AND EXTERNAL ADVERTISEMENT**

*Gauteng Enterprise Propeller (GEP) is a Provincial Government agency established under the auspices of the Department of Economic Development, to provide non-financial support; financial support; and co-ordinate stakeholders for the benefit of SMMEs in Gauteng*

**THE GEP INVITES INTERESTED AND SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING POSITION:**

### **HUMAN RESOURCE ADMIN ASSISTANT x 2**

#### **Purpose of position**

To provide an effective and efficient Human Resource administrative function within the Human Resources Unit.

#### **Key Responsibilities:**

- Advise the HR Manager on referred disputes and facilitate the process of obtaining legal mandate with regards to the handling of disputes
- Liaise with labour experts and compile case reports in preparation of disputes for CCMA conciliation and arbitration
- Arranging of logistics for disciplinary hearings and bilateral meetings.
- Processing payments for invoices addressed to the HR unit.
- Taking minutes at all Human Resource Management unit meetings.
- Assist with leave management administration
- Assist with payroll administration
- Open new employee personal file and ensure all relevant documentation is filed
- Assist with Employee Performance Management
- Assist with training and development
- Assist with other Human Resource Management administration as and when required.

#### **Minimum Requirements**

- Qualification in Human Resource Management NQF 5/ NQF 6 relevant equivalent.
- Minimum 1 year in Human Resource Management administration

#### **Competencies (Knowledge, Skills and Attitudes)**

- Documentation Management
- Database Management
- Integrity
- Verbal and Communication skills
- Confidentiality
- Multi-Tasking

GEP advocates for equal opportunities. Previously disadvantaged individuals and people with disabilities are encouraged to apply. Kindly note that full background checks including security clearance will be done on successful candidates. **Suitable applicants must e-mail detailed, updated CVs with a covering letter to: [recruitment@gep.co.za](mailto:recruitment@gep.co.za), with subject being the position applied for, by no later than 10 May 2019.** Note that candidates who have not been contacted within 30 days of the closing date must consider their applications unsuccessful.