

# ADVERTISEMENT

## HUMAN RESOURCES OFFICER

A vacancy exists in the Johannesburg office for a HR Officer to support the Sector HR Managers of the Transport and Water sectors in their duties. The ideal candidate will be an affirmative action individual and will commence duties as soon as possible.

### Main responsibilities

- Assist with recruitment, co-ordinate the process e.g. screening of CV's, scheduling appointments etc.
- Knowledge and application of HR legislation and procedures
- Co ordinate the performance management process
- Co-ordination of training e.g. receiving request forms, following up on training attendance, and feedback forms etc.
- Assist with general HR administration e.g. payroll input, monthly reports
- Handling of employee queries
- Assist in maintaining the ESS system and electronic filing

### Minimum qualifications

- Matric plus a tertiary HR qualification, i.e. N. Diploma or B. Tech, a 3 year degree will be an advantage
- MS Office skills (Word, Excel, PowerPoint) at intermediate level

### Knowledge and experience

- Knowledge of HR legislation and procedures
- Minimum of 2 years working experience in HR administration within a private service company.
- Experience in an Engineering consultancy will be an advantage

### Behavioural competencies

- Good organisational and administrative skills
- Ability to handle pressure & be deadline driven
- Ability to deal with staff at all levels
- Client centric and proactive
- Ability to work both independently and as a team player
- Excellent interpersonal skills
- Solution orientated

Written applications supported by a CV to be submitted to:

**Amanda McDonald & Lali Naick**

E-mail: [Amandam@ssi.co.za](mailto:Amandam@ssi.co.za) and [lalin@ssi.co.za](mailto:lalin@ssi.co.za)

Closing Date: 30 April 2010



ENGINEERS AND ENVIRONMENTAL CONSULTANTS