



The BANKSETA is a statutory body established through the Skills Development Act of 1998 to enable its stakeholders to advance the national and global position of the banking and alternative banking industry. As guided by its mandate the BANKSETA is as such an agent of transformation by promoting employment equity and broad-based black economic empowerment through skills development.

Reference Number:	BS01/10/2018
Job Title:	Specialist: Human Resources
Job Band:	C
Reporting Line:	Manager: Human Resources
Full-time/Part-time/Contract:	Full-time position (aligned to the SETA's existence
Location:	Gauteng - Midrand (Head Office)

**Remuneration: R450 000 – R570 000 CTC per annum.**

#### **The purpose of the role:**

To provide human resources support to the internal employees and carrying out HR related policies, procedures, practices and principles.

#### **Main Responsibilities:**

- Support the HR Manager to drive HR Employment Legislative Compliance internally;
- Provide BANKSETA staff with information and advice regarding the interpretation of any HR related legislation that may impact employment issues;
- Provide the HR Manager with the necessary support in the review input of existing policies and procedures and ensure compliance with new legislations/regulations or update thereto;
- Coordinate the recruitment and selection process, advertise vacancies, shortlisting, compile letter of appointment/regret letters;
- Co-ordinate and facilitate the onboarding/orientation processes for new incumbents;
- Support the HR Manager to ensure implementation of PMDS and compliance with annual performance management cycle across the divisions and talent management processes;
- Liaise and administer payments for employee benefits with relevant service providers;
- Leave management administration for the organisation;

#### **HEAD OFFICE**

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- Ensure that payroll processes are accurately followed and that deadlines are adhered to;
- Run payroll, update monthly payroll inputs, check data integrity of pay slips for correctness and approval and General Ledger Interface files;
- Preparation of payroll reports that are free of error to the HR Manager for review and approval;
- Handle payroll and benefits queries, resolve problems/discrepancies and to provide feedback accordingly;
- Offer support to the HR Manager to ensure compliance with all statutory requirements pertaining to the payroll;
- Maintain and update organisational structures on VIP payroll system;
- Assist with the administrative work for the procurement of HR related requirements as and when required;
- Administer and facilitate the completion of documentation for the onboarding as well as exiting of staff members;
- Provide the necessary support to the HR Manager in the preparation of monthly HR reports;
- Keep staff members abreast with regards to planned HR related activities/events and coordination thereof;
- Manage the usage of our EAP through quarterly reports from the service provider;
- Coordination of the Values Assessment Study to ensure timeous completion thereof;
- Support the HR Manager in the advocacy of the Investors in People standards and adoption thereof to maintain the accreditation level;
- Collating of training information for Workplace Skills Plan and Annual Training Report submission;
- Sourcing of Learning & Development initiatives through Supply Chain Management processes;

#### Competencies:

- People & Results orientation
- Resilience
- Personal integrity
- Planning and organization
- Assertiveness
- Presenting and Communicating information
- Conflict resolution & negotiation skills

#### Knowledge and Skills Required:

- Knowledge and understanding of relevant HR employment legislations
- Computer literacy

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## Minimum Requirements

- HR related Diploma/Degree qualification.
- 3 years' payroll experience
- 3-5 years' experience working within an HR environment.

## Ideal

- SAGE certified Payroll Practitioner

Closing date for applications: **02 November 2018 at 16h30**

Please direct all applications to [hrrspecialist@bankseta.org.za](mailto:hrrspecialist@bankseta.org.za)

Enquiries to: [silindilez@bankseta.org.za](mailto:silindilez@bankseta.org.za)

**Note: Preference will be given to candidates who meet the requirements and in line with the BANKSETA's Employment Equity Plan. Coloured, white males/ females and candidates living with disability who meet the requirements are encouraged to apply.**

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