

Senior HR Admin Officer

Permanent position- REF: CS 004/11/2022

THE EMPLOYER

The Cross-Border Road Transport Agency (C-BRTA) is a statutory authority, established in terms of Section 4 Act No. 4 of 1998 as amended, to regulate cross border road transport by providing an unsurpassed service through regulating cross border movements, facilitating resolution of constraints along the various transport corridors and borders as well as through effective law enforcement. Four key focus areas of the C-BRTA. (1) Facilitation; (2) Research & Advisory; (3) Regulatory Services and (4) Law Enforcement. The C-BRTA Offices is located at 350 Witch-Hazel Street, Eco Point Office Park, Block A, Eco Park, Centurion, Pretoria. For more information visit www.cbrta.co.za

JOB PURPOSE

To provide day to day HR administrative support regarding staff probation, HR Records, employee contract monitoring, internship and bursaries and maintain of HR information systems.

- Monitor HR related SLAs and contracts
- Reporting

REQUIREMENTS

Formal Qualifications:

Minimum of National diploma or NQF level 6 qualification in HR or related discipline

Experience:

Three years HR administration experience

KEY PERFORMANCE AREAS

The successful candidate will be responsible for the following:

- Perform staff probationary administration
- Ensure maintenance of Human Resource records
- Monitor employee contracts
- Monitor the internship programme alignment with organizational requirements
- Perform bursary administration

COMPETENCY REQUIREMENTS

- Ability to apply documents management, principles
- Event Management
- Advanced knowledge of computer software packages (Excel, PowerPoint, Word, Internet/Email, VIP and Visio)
- Knowledge of filing procedures
- Knowledge and ability to take minutes and report writing
- Basic knowledge and application of relevant legislation

Submit detailed CV's including certified copies of qualifications and ID copy (certified copies must not be more than 3 months) to: Neo Zwane at recruitment7@cbrta.co.za and please quote the reference number.

BENEFITS:

Employer offers an all-inclusive remuneration package of R575,700 p.a.

NB: This position will be filled in line with the Agency's Employment Equity targets. People with disabilities and blacks are encouraged to apply.

Closing Date: 29 November 2022

C-BRTA reserves the right not to appoint.

Short-listed candidates will be subjected to reference and background checks. Application received after the stipulated closing date and time will not be considered. Should you not hear from the C-BRTA within one month after the closing date, kindly consider that your application was unsuccessful.

"The C-BRTA is committed to employment practices that redress past imbalances in respect of race, gender, creed, and disability, and as such the relevant policies will be considered during selection and placement."

The applicant at the level of Executive position, Senior Management position or any other position as determined by the C-BRTA will be subjected to competency assessments.

In order to consider any application for employment, the Agency will have to process your personal information. The documents submitted will be solely used for recruitment purposes. The Protection of Personal Information Act, 4 of 2013 (POPIA) provides that when one processes another's personal information, such collection, retention, dissemination, and use of that person's personal information must be done in a lawful and transparent manner.

In order to give effect to this right, the Agency is under a duty to provide you with a number of details pertaining to the processing of your personal information. These details are housed under the **HR Processing Notice**, which can be accessed and viewed on the C-BRTA website: <https://www.cbrta.co.za/legal> which **HR Processing Notice** we request you kindly download and read.