

## HR & Admin Officer - Part-Time



**Job Title:** HR & Admin Officer  
**Reporting to:** Branch Manager  
**Place of Work:** MES Cape Town  
**Job Grade:** C3 (Cost to Company pro rata)  
**Hours:** 20 hours per week; 4/8ths  
**Leave:** 25 days p/a pro rata  
**Closing date:** 06<sup>th</sup> July 2018

### Job Purpose:

Ensure that all HR and related policies, procedures and admin are implemented. Reporting on all HR matters to all relevant stakeholders on a regular basis. Handling admin in support of the Branch Manager.

### Person specifications:

- Passionate about developing and serving poor people
- High level of personal integrity, confidentiality and dependability
- Be energized by developing people potential and staff wellbeing
- Be able to work both independently and in a team.
- Must be able work under pressure.
- Supportive of Christian values and spirituality, given the Christian character of MES

### Requirements:

- Degree or three year f/t diploma in HR
- At least three years' experience in an HR position
- Driver's license
- Proficient in Microsoft Office including Office365
- Experience in SAGE or Salesforce beneficial
- Good administrative, organizing and training skills.

### Job Description:

#### 1. Staff wellbeing

- Optimise staff wellbeing and staff productivity in conjunction with the branch manager.
- Ensure that appropriate arrangements are made for the workloads of staff on leave to be allocated to identify individuals/temporary staff.
- Ensuring all annual/bi-annual performance processes are completed timeously and professionally.
- Take the facilitating lead in disciplinary processes.

#### 2. Administration

- Ensure all personnel staff files are up to date.
- Ensure that staff complete and sign leave forms and ensure the leave register is up to date and the staff leave audit completed.
- Ensure all HR and all relevant BM filing and record keeping is done.
- Developing and improving the MES HR management processes and policies in



conjunction with the rest of the MES (npc) HR senior manager.

- Assist with funding proposals that are related to the development of MES staff
- Take minutes of relevant BM led meetings.
- Manage the diary schedule of the Branch Manager

### 3. Payroll

- Ensuring time sheets, leave and related processes are timeously completed for the monthly salary run in conjunction with the branch finance officer.

### 4. Reporting

- Writing contributions related to staff for the quarterly Messenger and Branch newsletter where relevant.
- Compile monthly HR report to Branch Manager.

#### **PLEASE NOTE:**

- *As the organization develops and new needs arise other duties could be renegotiated with the employee.*
- *MES is a Level 1 B-BBEE organisation and supports the employment and development of a regionally demographically representative personnel teams*