

**ADVERT: HUMAN RESOURCES INTERN X2**

<b>HUMAN RESOURCES INTERN X2</b> <b>18 MONTHS</b> <b>REMUNERATION: MARKET RELATED</b> <b>Ref: AgriS0901/2021</b>	
<b>DESIGNATION</b>	Human Resources Intern X2
<b>Reporting to</b>	Human Resources Business Partners
<b>Division</b>	Human Resources
<b>Office Location</b>	Head office (Pretoria)
<b>JOB PURPOSE</b>	To provide the Human Resources Management Team with administrative support on performance-related targets, projects and adhoc duties.

<b>KEY PERFORMANCE AREA</b>	<b>FUNCTIONAL OUTPUTS / ACTIONS</b>
<b>HUMAN RESOURCES ADMINISTRATION</b>	<p><b><u>Recruitment</u></b>            Provide support to HRBPs on Recruitment related functions; such as</p> <ul style="list-style-type: none"> <li>○ Assist to compiling documentation for approval to advertise positions on the Career Portal.</li> <li>○ Assist with response handling of applications.</li> <li>○ Assist HRBP`s with coordinating shortlisting and interview meetings.</li> <li>○ Assist with issuing of regret letters to interviewed candidates.</li> <li>○ Assist with of on-boarding pack.</li> <li>○ Opening of new personnel files</li> <li>○ Providing evidence during audits</li> </ul> <p><b><u>Training and Development</u></b>            Provide support to HRBP on Training related functions; such as</p> <ul style="list-style-type: none"> <li>○ Assist with facilitating administration of bursary applications.</li> </ul>

	<ul style="list-style-type: none"> <li>○ Assist with coordination of the personal development plans of employees.</li> <li>○ Assist with coordinate training request information.</li> <li>○ Assist with ensuring that training related payments are done timeously.</li> </ul>
	<p><b><u>Payroll Administration</u></b>  Provide support to HRBP on Training related functions; such as</p> <ul style="list-style-type: none"> <li>○ Assist new employees with ESS setup</li> <li>○ Assist HRBP with monthly payroll inputs</li> <li>○ Assist with Third-party payment preparation</li> <li>○ Assist with distribution of letters, whenever required</li> <li>○ Ensure personnel files are created and information within the files are maintained for audit purposes</li> <li>○ Assist with confirmation of employment queries</li> </ul> <p><b><u>Performance Management</u></b>  Provide support to HRBP on Training related functions, such as:</p> <ul style="list-style-type: none"> <li>○ Assist with ensuring that all AgriSETA employees participate in the Performance Cycle as per the PMDS Policy</li> <li>○ Assist with ensure that all Performance Management related documentation are quality checked.</li> <li>○ Ensure that registers of submissions for each phase of the PM cycle are filed accordingly</li> <li>○ Keep all information regarding the PM cycle for audit purposes.</li> </ul> <p><b><u>Leave Management on SAGE 300 People (ESS)</u></b></p> <p>Provide administrative support to the HRBP in terms of the following functions:</p> <ul style="list-style-type: none"> <li>○ Assist with capturing of leave or supporting evidence if they are unable to log-in themselves</li> <li>○ Assist with reporting and verifying information</li> <li>○ Checking weekly for pending leave for approval</li> </ul> <p><b><u>General Administration</u></b></p> <p>Provide general administrative support to the HRBPs in terms of the following activities:</p>

	<ul style="list-style-type: none"> <li>○ Assist with coordination of meetings, shortlisting and interviews and training sessions</li> <li>○ Assist with coordination of documentation for meetings.</li> <li>○ Coordinate information required monthly or yearly from HRBPs clientele</li> <li>○ Assist with minute taking at OHS Committee meetings.</li> <li>○ Assist with EE tasks and minute taking at EE Committee meeting</li> <li>○ Ensuring adequate stationery is ordered for HR division from Supply Chain Management</li> <li>○ Supporting the HRBP concerned with monthly and annual activities and events under Employee Wellness calendar and circulating health posters on employee wellness through the Marketing and Communications Unit</li> <li>○ Adhoc duties as prescribed relating to projects and other divisional functions, as and when required to do so.</li> </ul>
<b>GENERAL ADMINISTRATION</b>	<ul style="list-style-type: none"> <li>○ Bind documentation for meetings</li> <li>○ Whenever required assist HR department with admin tasks -photocopying, binding documents, filing and recording CVs received before shortlisting</li> </ul>
<b>AD HOC</b>	<ul style="list-style-type: none"> <li>○ Any other duties which may be assigned from time to time by the Manager</li> </ul>
<b>MINIMUM QUALIFICATION &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>○ National Diploma/ NQF level 6 in Human Resources Management</li> <li>○ No working experience required</li> </ul>
<b><u>Skills &amp; Attributes Required:</u></b> <ul style="list-style-type: none"> <li>○ Approachable</li> <li>○ Attention to detail</li> <li>○ Ability to work with high volume of data</li> <li>○ Adaptable</li> <li>○ Communication both verbal and written</li> <li>○ Deadline driven</li> <li>○ Flexibility</li> <li>○ Interpersonal</li> <li>○ Planning and coordination</li> <li>○ Team player</li> <li>○ Respects protocol</li> <li>○ Results driven</li> <li>○ Problem solving</li> <li>○ Time Management</li> </ul>	<ul style="list-style-type: none"> <li>○ <b><u>Competencies Required:</u></b></li> <li>○ Computer Literacy (MS Office)</li> <li>○ Administrative skills</li> <li>○ Accuracy</li> <li>○ Goal driven</li> </ul>

**Employment Period: Permanent**

An updated CV with a covering letter (excluding certificates) should be forwarded to:  
[recruitment@agriseta.co.za](mailto:recruitment@agriseta.co.za)

**Closing date: 06 October 2021**

**Enquiries: [Baepi@agriseta.co.za](mailto:Baepi@agriseta.co.za) or [Tshepiso@agriseta.co.za](mailto:Tshepiso@agriseta.co.za)**

**Note:** communication will be restricted to the shortlisted candidates only. Should you not hear from us in 4 weeks after closing date of this advertisement, consider your application unsuccessful.

This advertisement has minimum requirements listed. Management reserves the right to use additional relevant information as criteria for short-listing. AgriSETA is an equal opportunity employer and preference will be afforded to candidates in terms of Employment Equity Plan.



**Disabled candidates are encouraged to apply and an indication in this regards will be appreciated.**