

HUMAN RESOURCES MANAGEMENT INTERN X1
18 MONTHS
REMUNERATION: MARKET-RELATED
Ref: AgriS0904/2022

Designation	Human Resources Management Intern
Reporting to	Human Resources Management: Business Partners
Division	Corporate Services
Office Location	Head Office (Pretoria)
Job Purpose	To provide the Human Resources Management team with administrative support on performance-related targets, projects, and adhoc duties

Key Performance Area	Functional Outputs / Actions
Human Resources Administration	<p><u>Recruitment</u> Provide support to HRBPs on Recruitment related functions, such as</p> <ul style="list-style-type: none"> ○ Compiling documentation for approval to advertise positions on the Career Portal ○ Assist with response handling of applications, developing the pre-shortlisting spreadsheet ○ Coordinating shortlisting and interview meetings on behalf of HRBPs ○ Scheduling of candidates for interviews and confirmations of logistics with the panel members ○ Coordinating information for vetting of applicants with the appointed service provider ○ Compiling the Recruitment Reports and Appointment letters ○ Issuing regret letters to interviewed candidates

- Preparation of on-boarding pack with line management, and work tools. ICT access, parking, and relevant information for induction of new employees; and
- Opening of new personnel files
- Providing evidence during audits
- Providing inputs for reporting or statistical information

Training and Development

Provide support to HRBP on Training related functions, such as

- Bursary Management – Facilitate the administration of bursary applications and capturing on the Master Training Plan template, checking for supporting evidence, verifying with institutions, compiling a bursary pack and draft submission for the HRBP to review before submitting to Manager: Human Resources for approval.
- Training Needs (PDPs) - Coordination of the Personal Development plans of employees and consolidation to an Annual PDP of AgriSETA.
- Coordinate training request information (submission, bid request form, specification root form) should external training be resources through Supply Chain Management.
- Coordinate Training Registers for record-keeping for the preparations and submission of Workplace Skills Plan and Annual Training Report.
- Ensure training-related payments are done timeously and Training Master Plan is updated monthly for reporting purposes.

Payroll Administration

Provide support to HRBP on Training related functions, such as

- Assist new employees with ESS setup
- Assist HRBP with monthly inputs preparation for variance checking and approval by Manager: Human Resources and Finance Management
- Assist with Third-party payment preparation
- Assist employees with payroll-related queries
- Assist with distribution of letters, whenever required
- Ensure personnel files are created and information within the files is maintained for audit purposes
- Assist with confirmation of employment queries
- Facilitate the sign-off of submissions pertaining to payroll on behalf of the HRBP

Performance Management

Provide support to HRBP on Training related functions, such as

- Ensuring that all AgriSETA employees participate in the Performance Cycle as per the PMDS Policy
- Coordinate information during the PM Cycle (Contracting, Mid-year Reviews, and Final Performance Appraisals)
- Ensure that all Performance Management-related documentation is quality checked for alignment, totals, scoring, and signed by all parties.

- Ensure that registers of submissions for each phase of the PM cycle are filed accordingly
- Assist with monthly reporting on behalf of the HRBP before it is submitted to the Manager: Human Resources
- Ensure that the PDPs included in the employee agreements are shared or consolidated and given to the relevant HRBP
- Keep all information regarding the PM cycle for audit purposes.

Leave Management on SAGE 300 People (ESS)

Provide administrative support to the HRBP in terms of the following functions:

- Resetting passwords for employees
- Assist with capturing of leave or supporting evidence if they are unable to log in themselves
- Assist with reporting and verifying information
- Checking weekly for pending leave for approval
- Checking the alignment with leave taken and leave outstanding, following up with line managers
- Ensure the leave administration aligns to payroll in terms of employees resigning, terminating, retiring, or medically boarded
- Record keeping of annual leave for the financial year for audit purposes

- Ensuring new and existing Line Managers and employees are familiar with ESS and able to navigate the system.
- Report any system errors or challenges to ICT

General Administration

Provide general administrative support to the HRBPs in terms of the following activities:

- Preparation of minutes, submissions, pulling statistics, and weekly or monthly reports
- Coordination of meetings, shortlisting and interviews, and training sessions
- Coordinate documentation for meetings, such as agendas, packs, consumables, and schedules if it involves internal and external clients.
- Coordinate information required monthly or yearly from HRBPs clientele
- Coordinate and assist with OHS tasks and minute-taking at OHS Committee meeting
- Coordinate and assist with EE tasks and minute-taking at EE Committee meeting
- Share retirement fund statements and any other documents to AgriSETA employees whenever required
- Logistical arrangements for special meetings on behalf of the HRBPs and Manager: Human Resources

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

Employment Period: 18 Months

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

Closing date: 27 September 2022

Enquiries: Baepi@agriseta.co.za or Tshepiso@agriseta.co.za

Note: Communication will be restricted to the shortlisted candidates only. Should you not hear from us within 4 weeks after the 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 the Employment Equity Plan.



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