

## **JOB DESCRIPTION: HUMAN RESOURCES ADMINISTRATION OFFICER**

**CAMPUS:** Johannesburg  
**SUPERVISOR:** Human Resources Manager

### **POSITION OVERVIEW:**

Provide office administrative support to the Human Resources Office, and serve as a resource to AISJ employees.

### **QUALIFICATION:**

- Certificate, degree, diploma or other relevant qualification relating to Human Resources
- Matric Qualification
- Knowledge of principles and practices of office coordination
- Knowledge of basic principles and practices of record keeping
- Excellent command of the English language, including spelling, grammar and punctuation.
- Previous experience in similar role and in a school environment preferred.
- Knowledge and principles of Human Resources Practices
- Knowledge and experience on VIP Premier HR database system

### **ATTRIBUTES:**

- Demonstrate the aptitude or competence for assigned responsibilities
- Demonstrate the ability to take initiative and carry out assigned tasks to completion
- Manage time and resources well and demonstrates good organizational abilities
- Work under pressure when required and be available to work overtime when the role and responsibilities require it
- Committed, motivated and able to achieve tasks in required time frame
- Positive attitude
- Continuously pursues to improve skills through on the job or external training
- Able to prioritize important matters and act on them accordingly
- Strong interpersonal skills

### **PREFERRED SKILLS AND EXPERIENCE:**

- A minimum of 3 years' experience in a Human Resources Office
- Previous experience working in the educational sector advantageous
- Knowledge of South African laws and HR compliance and regulations
- An understanding of, and insight into, the BCEA, LRA, OHS, EE and POPI Acts
- An understanding of South African immigration laws

## **KEY PERFORMANCE INDICATORS:**

- Be informed and keep up to date with the South African immigration laws.
- Assist employees with HR related queries and requests.
- Advise the Human Resources Manager regarding all matters that involve conflict between employees.
- Assist in the development of Human Resources procedures and processes.
- Work to improve communication, cooperation and planning in the Human Resources Office.
- Assist in the organization and conduction of new staff orientation.
- Maintain an accurate record of all properties leased by the School for overseas staff.
- Be familiar with and keep updated on Labor Law regulations and Basic Conditions of Employment regulations.
- Use discretion and maintain confidentiality at all times.

## **GENERAL DUTIES AND RESPONSIBILITIES**

- Greet visitors to the Human Resources Office in a welcoming and friendly manner.
- Answer and forward calls within the Human Resources Office.
- Perform general administration duties for the Human Resources Office.
- Perform private / confidential filing for the Human Resources Office.
- Assist the School's Visa Facilitator with the preparation and submission of applications for renewal of work, study and accompanying permits to the Department of Home Affairs when needed.
- Keep the Admissions Department informed of study visa requirements for AISJ staff dependent children.
- Prepare, correlate and monitor payment requisitions and signatures for same.
- Answer questions from and act as liaison between the Human Resources Manager and employees, should the Human Resources Manager be unavailable.
- Schedule appointments for the Human Resources Manager, as may be required from time to time.
- Prepare the boardroom or meeting room for meetings and arrange for refreshments.
- Assist in preparation of contract drafts and revisions and maintain master template for all contract formats.
- Prepare and distribute annual Employment Agreements.
- Maintain a confidential system for personnel records for all school employees in order to provide a comprehensive, efficient, accurate and current record of all matters pertinent to employment, transfer, tenure, retirement, leave, and promotion.
- Maintain current and historical databases for personnel records.
- Prepare and maintain all school position job descriptions in a consistent format and work with the Human Resources Manager and department supervisors to ensure that employees know and understand the duties and expectations of their jobs.
- Work with the Human Resources Manager to implement the staff evaluation process, and receive and file evaluations from department supervisors.
- Maintain and follow Human Resources procedures, regulations and processes related to the function, rights and responsibilities of all staff.
- Ensure that all staff members are aware of the Human Resources procedures regulations and processes, and that employees have access to the Faculty Handbook when needed.
- Liaise with overseas medical insurance providers to register new employees, withdraw resigning employees, and provide assistance in solving problem claims.
- Assist in obtaining quotations for annual home leave airfare and payment of same.



- Assist with scheduling training for identified employees
- Assist overseas employees (shipping, demobilization, airfare, etc) as they demobilize from South Africa.
- Assist with transitional support for new overseas hire teachers (housing, orientation, obtaining vehicles, shipping, air travel, settling in allowance, etc)
- Assist in the preparation of new staff houses for occupation, including maintenance, cleaning and furniture.
- Assist in the preparation of new staff housing kits, including linens, crockery, cutlery, pots and pans, ect
- Preparation of Verification of Employment letters as required.
- Assist in the arrangements that need to be made for any maintenance related issues at any of the properties leased by the School for overseas staff.
- Provide switchboard coverage and act as School Receptionist in the absence of the regular Receptionist.
- Any other duties as may be assigned by the Director or the Human Resources Manager.

**School Hours**                    07:30 a.m. to 4:00 p.m. Monday, through Friday.

**Contact**                            For more information, contact Rhonda Russ, Human Resources Manager at [russ@aisj-jhb.com](mailto: russ@aisj-jhb.com). All interested candidates are to submit their cv together with a letter of interest to [recruitment@aisj-jhb.com](mailto: recruitment@aisj-jhb.com), for the attention of Rhonda Russ.