

## STAFF NOTICE – 2024/04/09

### VACANCY – HR AND PAYROLL OFFICER



We require the services of a **HR and Payroll Officer** to manage employee lifecycle that includes sourcing, onboarding new and developing existing employees, managing the employee-employer relationship (including compensation, benefits, and promotions), providing guidance on managing performance through the day-to-day planning executing the high-level strategies set out by the HR Coordinator.

#### **ENTRY-LEVEL QUALIFICATION, KNOWLEDGE AND EXPERIENCE**

- Matric with a Diploma/Degree in Human Resource Management/Behavioural Sciences with a minimum of 3 years' experience in a similar position

#### **KEY PERFORMANCE AREAS**

- Perform Recruitment, Onboarding and offboarding tasks as required.
- Process monthly payroll and execute employee benefits administration
- Develop/provide the opportunity for development within the role to ensure success.
- Develop/update and submit required reports within agreed timeframes and meeting content requirements.
- Develop/update and maintain all HR administrative documentation /files/forms/processes.
- Facilitate and provide guidance on disciplinary and grievance processes and procedures.
- Provide support to the HR Coordinator.
- Training and development and experience with SETAs
- Perform other duties in support of team goals.

#### **ESSENTIAL SKILLS AND ATTRIBUTES**

- Demonstrated competencies in all MS office packages.
- Demonstrated knowledge to operate Sage VIP/ SBCPP systems.
- Demonstrated general business acumen and application of Human Resource principles and theory in the world of work.
- Advanced analytical and consequential thinking ability (ability to "connect the dots").
- Excellent attention to detail and diligence.
- Demonstrated high level of work ethic – deliver on time and meeting all requirements of request.
- Above average people skills at all levels.
- Exceptional level of integrity and ability to manage highly sensitive situations.
- Collaborator
- Above-average ability to multi-task in a challenging environment
- Above average ability to deliver best work under pressure.
- Tenacity
- Innovative thinking and creative problem solving.
- Can-do attitude.

#### **SCREENING PROCEDURE**

All applicants are expected to provide or avail themselves for:

- A letter of motivation for the application and a fully completed application form
- A detailed Curriculum Vitae (with dates and reasons for leaving, citing your most recent remuneration and expected income)
- Proficiency assessments to assess competence in areas required, inclusive of a panel interview.

#### **WE HOLD OUR HEADS HIGH WITH THE FOLLOWING BENEFITS:**

- Better than Basic Condition of Employment leave benefits, and study leave that exceeds comparative benefits of other organisations
- NPO market-related remuneration
- A contributory Pension Fund that includes Group Life Insurance, Disability- and Funeral Cover
- Preferential working hours of 08h00 to 16h00 Monday to Friday, with exception of roles that expect after-hours deliverables
- Competency-based development opportunities.
- Free access to an Employee Wellness Program managed by CWS, offering 24/7/365 Telephone Counselling, access to Legal, Financial, Family Care, Psychosocial, and Health specialists, Face-2-Face- and trauma Counselling.

**CLOSING DATE:** COB on 14<sup>th</sup> June 2024. All applications received within the time frames will be considered. Applicants, who do not receive a response on their application within 5 working days of the closing date of the advertisement, are to accede that the application was not successful. Please forward your application for the attention of Carrie-Ann Daniels email address [carrie-ann@stlukes.co.za](mailto:carrie-ann@stlukes.co.za) citing the staff notice reference number in the top left corner.

**Note:**

St Luke's Combined Hospices reserves the right not to make an appointment to this position.  
St Luke's Combined Hospices is guided by the principles of Employment Equity.

***On behalf of Management, we wish you well in your application and future endeavours!***