

## HR & Compliance Administrator

**DURATION: PERMANENT**

**REMUNERATION: AN ALL INCLUSIVE PACKAGE OF: R 162 000  
PER ANNUM**



The South African Board for Sheriffs (SABFS) is responsible for the maintenance of the esteem of, the enhancement of the status of, and the improvement of the standard of training of and functions performed by sheriffs, in a manner that enhances access to justice.

The Board seeks to appoint a progressive, service-oriented and results-driven individual to effectively provide innovative, cost-effective and value-added HR & Compliance Administration services to the SABFS, and to ensure good corporate governance within the Sheriffs' profession.

### **KEY PERFORMANCE AREAS:**

- Enters data about new staff to HRIS and prints all documentation for the employee and the HR files
- Communicates with employees about their documentation and answers specific questions of employees
- Takes the specialty in a specific area of the HR Administration
- Supports HR Projects and initiatives
- Runs basic and standardised HR Reports
- Leave administration
- Maintain and monitor the HR managers diary
- Performs miscellaneous & other appropriate duties assigned
- Provide training to all employees for compliance procedures, policy's and evaluate application of same in all processes.
- Analyze all compliance requirements for various procedures and provide necessary training if required and design strategies to achieve all objectives.
- Assist HR, Administration and Compliance Manager to design and implement all administrative processes and procedures in adherence to organisations' policies.

### **QUALIFICATIONS & EXPERIENCE**

- Grade 12 + Tertiary qualification
- Adept at using computer software and programs like Microsoft Office, which includes Ms Outlook, MS Excel, MS Word & MS PowerPoint
- Paralegal
- Qualifications relating to Business Management
- Qualifications relating to HR

A letter of application together with a Curriculum Vitae and certified copies of qualifications, should be submitted to [jobs@sheriffs.org.za](mailto:jobs@sheriffs.org.za) closing date: **Monday 18 September 2017** at 12h00.