

SOUTH AFRICAN BOARD FOR SHERIFFS
HR OFFICER (HR & AUXILIARY SERVICES DIVISION)

DURATION: 3 months - Fixed Term contract

Remuneration: An all-inclusive package of:

R27, 500 per month (Total Cost to Company)



The Board seeks to appoint a progressive, service-oriented and results-driven individual to effectively provide innovative, cost-effective and value-added HR administration services to the SABFS.

KEY PERFORMANCE AREAS

- General Human Resources (Develop and implement induction / orientation programme for new appointees)
- Appointment of Sheriffs, Deputies sheriffs, Acting sheriffs and AD Hoc sheriffs
- Personnel Administration (Recruitment and Selection in terms of the policy)
- Human Resource Development
- Employee relations (Assist in establishing and maintaining effective communication on issues affecting staff)
- Leave Administration

KNOWLEDGE, SKILLS AND ABILITIES

- Proven experience in human resource management
- Superior communication skills (oral and written)
- Organizational Skills
- Interpersonal skills
- Sound knowledge of all relevant legislation
- Proven experience in Microsoft suite of packages

QUALIFICATIONS & EXPERIENCE

- Matric + 3 years diploma in Human Resources Management.
- Minimum of 1 – 3 years' work experience

NOTE: Communication will be limited to shortlisted candidates. The preferred candidate(s) might be subjected to a competency assessment, security clearance and qualification verification.

APPLICATION WITHOUT COPIES OF QUALIFICATIONS WILL NOT BE CONSIDERED.

APPLICATION PROCESS

- ❖ A Curriculum Vitae and certified copies of qualifications should be submitted to jobs@sheriffs.org.za
- ❖ Closing date for all applications: **26 April 2019 @ 12h00**
- ❖ Full job description from the website from <http://www.sheriffs.org.za/vacancies>.