

JOB DESCRIPTION

JOB TITLE	HUMAN RESOURCES OFFICER
ROLE MISSION	To ensure effective & efficient human resource management within the SABFS
ORGANISATIONAL STRUCTURE REPORT TO DIRECT REPORTS (first level) NUMBER OF REPORT (Second level)	Manager: Human Resources and Auxiliary Services Records Management Clerk, Driver, Mailing And Filing Clerk
REQUIRED MINIMUM QUALIFICATION / EXPERIENCE	Matric + 3 years diploma in Human Resources Management. Minimum of 1 – 3 years' work experience
JOB GRADING LEVEL	C2
REQUIRED COMPETENCIES	Excellent communication Skills (oral and written), Organizational Skills, Interpersonal skills, Sound knowledge of basic conditions of employment and employment equity act. Computer literate, flexibility

KEY PERFORMANCE AREAS

NO.	KEY PERFORMANCE AREAS (MAJOR ACTIVITIES / RESPONSIBILITIES)	INPUT (METHODS USED)	OUTPUT (EXPECTED RESULTS)
1.	General Human Resource Management	<ul style="list-style-type: none"> • Develop and implement induction / orientation programme for new appointees • Maintaining employee records • Assist in drafting/updating job description 	
2.	Appointment of sheriffs, Deputies sheriffs, Acting sheriffs and Ad Hoc sheriffs	<ul style="list-style-type: none"> • Ensure all necessary documents have been received from the Sheriffs before proceeding with the application • Conducting ITC checks • Verifying the vacant position • Do list for D.O.J with candidates for vacant positions. • Open HR file and file the hardcopies of appointment letters in the Sheriffs Hardcopy HR file. • Preparing various letters for signature by EM • Preparing and distributing appointment packs • Processing information received back from sheriffs • Ensure that all correspondence related to ad hoc matters are dealt with the urgency it 	

		requires(show cause letters, communication with the stakeholders) applicable show cause letter	
3.	Personnel Administration	<ul style="list-style-type: none"> • Recruitment and Selection (in terms of the policy) • Assist with secretarial duties on the interviews • Assist Human Resources And Auxiliary Services Manager in drafting quarterly report 	
4.	Management of Human Resource Development	<ul style="list-style-type: none"> • Assist in developing an annual human resource development plan • Monitor the training and development programmes • Assist Human Resources And Auxiliary Services Manager in the process of performance appraisals in ensuring that the process is done 	
5.	Employee relations	<ul style="list-style-type: none"> • Assist in establishing and maintaining effective communication on issues affecting staff • Assist in developing and implementing programmes to ensure that the relationship with staff representative are on a healthy footing 	
6.	Leave Administration	<ul style="list-style-type: none"> • Receive and file all leave forms from Finance Administrator • Monthly audit leave 	

		<ul style="list-style-type: none"> Ensure that Employee complete and submit their leave forms for each and every day they are absent from work. 	
ROLE DEFINITION		SIGNATURES	
AGREED BY INCUMBENT :			
AGREED BY MANAGER:			
DATE:			