

POST 15 : **HR CLERK (HR ADMINISTRATION)**
SALARY : **R216 417 PER ANNUM PLUS 37% IN LIEU OF BENEFITS (SL 5)**
DURATION : **3 YEAR CONTRACT**
CENTRE : **CENTRAL OFFICE (REF NO: CO19/1/25)**
Email Address : **hrclerk1925@ikhala.edu.za**

MINIMUM REQUIREMENTS: Grade 12 certificate or NC(V) level 4 certificate or equivalent. Minimum of 0–1-year experience in human resources environment. Computer literacy.

KNOWLEDGE & SKILLS: Knowledge of HRM processes and practices; Knowledge of PERSAL/Coltech; Personnel Administration Standards and CORE; Public Service Regulations; Public Service Act; Knowledge of Recruitment & Selection, Knowledge and understanding of the TVET/ CET Administration; Knowledge and understanding of the Higher Education sector. Understanding of Human Resource Administration. Excellent Communication (oral and written); Interpersonal; Planning & Organising

DUTIES: Facilitate recruitment and selection (Advertisements, appointments, transfers, verification of qualifications, secretariat functions in shortlisting and interviews sittings, probationary periods etc). Facilitate conditions of services (housing Allowances, medical Aids, long service recognition, overtime, relocation, allowances, etc.) Facilitate termination of services (Resignations, Retirements, Ill Health, death etc). Leave Administration.