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**HR ASSISTANT
1 YEAR FIXED TERM CONTRACT
HEAD OFFICE, OBSERVATORY**

The Desmond Tutu HIV Foundation (DTHF) is a registered non-profit organisation focused on the pursuit of excellence in research, treatment, training and prevention of HIV and related infections in Southern Africa.

We have fantastic job opportunities across our businesses for talented people wanting to realize their full potential. Could that be you? If so, we invite you to explore the possibility of joining us to play your part in Desmond Tutu HIV-Foundations' exciting future.

We invite applications for the above mentioned post. The main job responsibilities are to perform a range of HR tasks to support accurate implementation of organisational policies and procedures and facilitate the effective functioning of a client-focused and strategy-oriented HR services.

Requirements:

- Diploma or equivalent relevant qualification in Human Resources Management or related field
- 1 - 2 years in an HR role; actively involved in HR administration and exposure to business processes
- Knowledge of South African Labour Law
- Computer skills including demonstrated hands on-experience with MS Word, MS Power Point, and MS Excel
- Knowledge of VIP HR & Payroll system
- Excellent communication skills - proficiency in both written and spoken English
- Ability to manage multiple priorities and show initiative
- Ability to work accurately with excellent attention to detail
- Excellent time management
- Must be able to work under pressure
- Problem solving
- Ability to work as part of a team
- Able to maintain confidentiality of sensitive information

Values fit: Passion Innovation Progress Integrity Respect Excellence

Responsibilities:

- Recruitment administration support - posting and cleaning up job openings, assist with shortlisting, contacting references, and preparing the contracts and onboarding packs
- Administration of HR Sharepoint
- Maintenance of personnel files and filing system, electronic or otherwise
- Draft standard documents and routine correspondence
- Administration of Leave management
- Issuing and renewal of staff access
- Support with submission of monthly payroll input and documentation
- Metrofile
- Provide office support to the HR team by answering and screening calls, relaying messages and meeting minute-taking; support with daily copying, typing, scanning, etc.
- Assist with the organising and administration of events, e.g. Induction, etc.
- Co-ordinate collection, delivery and tracking of internal correspondence
- Booking of venues and arrange parking
- Induction – logistics and catering
- Assist with gathering of information for reporting
- Assist with office inventory and ordering of stationery, etc.
- Capturing, tracking and close out of the timesheet process
- Other duties as assigned

To apply, quote Job reference, submit CV, motivation letter with certified copy of highest qualification and details of three (3) current contactable referees to: Attention HR Manager Jobs@hiv-research.org.za by 21st February 2019 Job reference: #DTHF/C009. Incomplete applications will not be considered. Only on-line applications submitted via our jobs portal will be considered.

PASSION | INNOVATION | PROGRESS

Association incorporated under Section 21 registration no. 1999/005072/08 : NPO no. 148-956
Public Benefit no. 18/11/12/51

Directors: Prof R Wood; Prof L-G Bekker;

Ms Z Ebrahim(Chair); Ms T Tutu-Gxashe; Mr P Grant; Ms M K Ndebele; Mr C Abrahams; Dr M Sienaert

www.desmondtutuhivfoundation.org.za

NB: Only short-listed candidates will be contacted. We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives.

We reserve the right not to appoint if no suitable candidates are identified.

I understand and accept that, by applying for this role, I authorize Desmond Tutu HIV Foundation in its capacity as employer, to access my personal information stored, and to utilize said information for recruitment purposes for this role.

This job may be removed before it expires.

If you have not heard from us within two weeks after the closing date please consider your application as unsuccessful.

Desmond Tutu HIV Foundation is a child friendly organization committed to the protection of children.

For more information about the organization please visit our website at www.desmondtutuhivfoundation.org.za