



NORTH WEST HOUSING CORPORATION

ADVERTISEMENT FOR HUMAN RESOURCE PRACTITIONER
REFERENCE NO: 02/2023
SALARY: 181 766.40 PER ANNUM
(+MEDICAL AID + PENSION +LIFE COVER)
TYPE OF POSITION: PERMANENT
CENTRE: MAHIKENG

Requirements:

- A three-year bachelor's degree/National Diploma in Human Resource Development / Management/ Labour / industrial Relations • 1-3 years' work experience in Human Resource Management. Added advantage will be relevant postgraduate qualifications and experience in Pastel system.

Skills and Knowledge: • Interpersonal relations • Verbal and written Communications • Analytical thinking • Computer literate (Excel, Word, office & PowerPoint) • Planning and Organizing • Report writing • Sound labour legislation (LRA, BCEA, SDA Employment Equity Act) • Problem solving and decision making.

Duties: • Assist during recruitment and selection process as a HR Representative • Maintain and update payroll and Human Resources management records • Provide guidance and ensure adherence and implementation of HRM policies and procedures • Administration of Conditions of Services of employees with includes leave, leave inquires, medical aid e.t.c • Attend to all HR related audit matters • Preparation and processing of monthly Sage pastel payroll New appointments and terminations, reconcile all input & make the relevant amendments, leave capturing, monthly reports (monthly analysis EMP 201,501, submissions and payroll history reports) Printing / distributing pay slips, Period-end reports, submit monthly declarations(EMP201) third party payments • Perform Ad Hoc duties and all reasonable tasks given by the Human Resource Manager.

Enquiry: Mr. G Morebodi 018 110 0761/018 381 5029

The NWHC is committed to the achievement and maintenance of diversity and equity in employment. Should you not hear from us 60 days after the closing date, please consider your application as unsuccessful.

Candidates that **meet the outlined requirements** should submit their applications along with a detailed CV, certified copies of educational qualifications, certified copies of academic transcripts, identity document to RecruitmentHRMP@nwhc.co.za.

Please note that correspondence will be limited to short listed candidates only and NWHC reserves the right not to appoint.

People with disabilities is encouraged to apply



**CLOSING DATE:
16 FEBRUARY 2023**