



The Mpilehlehle Organization has the following vacancies in King Cetshwayo District that has a fixed two-year contract attached to them:

Human Resource Officer: x1

Main Tasks and Responsibilities

- Payroll – each month, printing reports using VIP HR system
- Maintain and capture leave days on VIP HR system
- Working closely with Softline VIP is submitting year and mid recons to SARS
- Processing selection and recruitment
- Liaise with Dept. of Labour if necessary
- Maintain and keep all policies and procedures up to date with respect to the BCOEA
- Keep all employee files up to date
- Renewal of staff letters of appointments
- Administer staff benefits- Medical Aid and UIF
- Liaise and Pay SARS through Efiling on monthly basis
- Sit on disciplinary hearings
- Assist staff with any HR queries

Job Requirements:

Minimal Qualifications and Requirements

- Senior Certificate with Human Resources qualification or studying towards the related field
- Must be familiar with VIP HR System
- Proficient with computer use
- Drivers licence
- Experience in using VIP HR System
- General HR experience
- Organisational Skills
- Administrative experience

Closing date for all above posts is 14 April 2023 at 12H00pm.

In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto. Should your application be successful, you will be required to submit your proof of vaccination before commencing employment in the role.

Applicants who have not been contacted within 2 weeks of submitting their application should assume that they have not been successful.

Unsolicited CVs from agencies will not be paid agency fees should their candidate be placed at Mpilehlehle.

Applicants must submit their CVs and Motivational Letters to: info@mpilehlehle.org. For more information visit our website: www.mpilehlehle.org.