

## Vacancy Advert: Human Capital Administrator Reference No: HCA 0110

An exciting position has become available at our Head Office in Cape Town. Suitably qualified applicants who possess the requirements specified below are encouraged to apply. SAMWUMED is committed to transformation in Southern Africa.

### PURPOSE OF THE JOB

The role of HC Administrator is to provide administrative support to the Human Capital Department, to manage the daily tasks and be the primary point of contact for all HR related queries.

### KEY PERFORMANCE AREAS WILL INCLUDE, BUT NOT LIMITED TO:

- Assist with compiling New Employee Packs (Letter of Appointments, Take-on Forms, etc.)
- Assist in onboarding and arranging resources for new employees on Induction Day (welcome packs, refreshments, etc.).
- Assist with compiling Exit Packs (Termination documents, Certificate of Service, Pension Fund, etc.).
- Assist with recruitment (screening and shortlisting of candidates and arranging interviews).
- Assist in maintaining physical and electronic employee records.
- Collection of documents for payroll input.
- Assist with scanning, uploading, and filing of documents.
- Assist with general HC related queries and correspondence.
- Assist in coordinating Learning and Development interventions (source quotes, venues, etc.).
- Administrative assistance for all HC projects.

### QUALIFICATIONS, EXPERIENCE AND SKILLS REQUIRED:

- Senior Certificate (NQF4).
- Post Matric Qualification in Human Resources (National Diploma or Degree), Industrial Psychology or related field.
- 6 – 12 months administrative experience within Human Capital environment would be advantageous.
- Computer literacy is essential in MS Word Outlook, Excel, and PowerPoint.

### COMPETENCIES:

- Detail-orientated and highly organized with strong work ethic.
- Ability to work independently, collaborate with colleagues, with tenacity to deliver on all commitments.
- Strong Interpersonal skills and the ability to work under pressure.
- Planning & Organization.
- Excellent written and verbal communication skills.

Persons interested in applying for the above position are requested to forward a comprehensive CV [recruitment@samwumed.org](mailto:recruitment@samwumed.org). Persons with disabilities are encouraged to apply.

**The Closing date for applications is Monday, 20 January 2025.**

The Scheme reserves the right not to make an appointment. Should you not hear from us within two weeks of the closing date, please regard your application as unsuccessful.

### Disclaimer:

Your personal data submitted will be dealt with on a strictly confidential and discreet basis and processed in relation to this job application and will be stored and processed securely in accordance with our data information policy and procedures. By submitting an application, you agree to your data being used, stored and processed for the purpose of recruitment.