

THE GOEDGEDACHT TRUST

Division/Department:	Social Employment Fund
Location:	Goedgedacht Farm Riebeeksrivier Road Malmesbury, 7299
Job Title:	HR Administrator REF: HRA1024
Start Date:	01 October 2024
Term:	5 months FTC (01 October 2024 – 30 April 2025)
Reports to	Programme Manager

GENERAL DESCRIPTION

Key Responsibilities:

- HR Administration: Manage and maintain accurate HR records for SEF participants, including capturing, filing, and issuing disciplinary warnings in accordance with the Code of Conduct.
- Site Visits: Conduct regular visits to SEF programme sites to ensure HR policies and procedures are being followed and to address any HR-related concerns.
- Contract Management: Update and issue contracts to SEF participants, ensuring compliance with programme requirements.
- Conflict Resolution: Act as the primary link between SEF participants and Programme Managers, handling and resolving conflicts as they arise.
- Office Administration: Assist with general office administration tasks as needed, supporting the smooth operation of the SEF programme.
- Communication: Serve as the communication bridge between participants and programme managers, ensuring clear and effective information flow.

WORK EXPERIENCE REQUIREMENTS

- Experience in HR administration and conflict resolution.
- Strong organizational and communication skills.
- Ability to work independently and travel to different sites as required.

EDUCATION REQUIREMENTS

- HR Diploma or relevant qualification

NON NEGOTIABLE REQUIREMENTS

- Must reside in or around Malmesbury / Riebeek Kasteel / West.
- Own transport to work
- Relevant qualification
- Valid driver's license and willingness to travel
- Strong interpersonal skills and the ability to handle sensitive issues with discretion