

# ADVERTISEMENT

## HR OFFICER

A vacancy exists for an HR Officer to provide services to eThekweni (Durban), Ugu (Shelly Beach) and iLembe (Ballito) offices of the KZN region. The HR Officer will be based in the eThekweni office and will provide support to the Regional HR Manager: KZN. The successful candidate must have his / her own reliable vehicle and must be prepared to travel regularly to these offices and any other related sites.

### Main Responsibilities

- Application of HR legislation and HR procedures
- Payroll and daily HR queries
- Recruitment and placement – full function
- Performance management and related processes
- Training and development co-ordination, administration and outcomes
- Leave management – administration and reconciliations
- Reporting and record keeping and full HR administration function

### Minimum Qualifications, Skills and Experience

- Matric plus a 3-year tertiary HR qualification - ND: HRM at least
- MS Office at intermediate level at least; MS Excel at advanced level would be advantageous
- Minimum 4-5 years independent generalist HR experience
- At least 3 full years uninterrupted HR experience in a private service company; preferably in a consulting environment
- Experience and proven track record in HR administration systems

### Behavioural Competencies

- Client centric – internal and external; good people skills
- Able to maintain a mature approach to work and the business
- Able to maintain strict confidentiality
- Focused on work with attention to detail and accuracy
- Able to work independently as well as within a team – willing to work extra hours when needed
- Deadline driven; outcomes orientated

Written applications supported by a CV should be submitted to:

*Crystal Chetty*

E-mail: [crystalc@ssi.co.za](mailto:crystalc@ssi.co.za)

By: **31 October 2011**



ENGINEERS AND ENVIRONMENTAL CONSULTANTS

