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Better District, Better Life and Growth for all.

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Alfred Nzo Development Agency SOC Ltd  
Reg nr. 2008/009093/30

## **EXTERNAL ADVERTISEMENT**

### **VACANT POSITION**

#### **NOTICE NO. 06/2024/2025**

Alfred Nzo Development Agency is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

*People with physical disabilities are encouraged to apply.*



Applications are hereby invited from suitably qualified persons for the following position:

### **FINANCE AND ADMINISTRATION DEPARTMENT**

**HR PRACTITIONER**

**PERMANENT**

**TASK GRADE: 11**

**ANNUAL BASIC SALARY: R318 716.35 PLUS BENEFITS**

**THE INCUMBENT WILL BE REPORTING TO MANAGER: BUDGET, EXPENDITURE AND REPORTING. STATIONED PLACE: MOUNT AYLIF**

#### **KEY REQUIREMENTS:**

Grade 12/ Matric Certificate • National Diploma in Human Resource Management/ Public Administration/Public Management or any related equivalent to NQF Level 6 • A minimum of 2-3 years relevant experience in HR Administration • HRD • Recruitment • HR Policy Development • Must have sound of knowledge in financial management • Good Planning and Organising • Attention to details • Reporting and Record Keeping • Competency in use of computer especially in Micro-soft Word • Excel • Power point • Outlook • Internet • Emails • Knowledge in Payroll • Knowledge of Sage VIP system will be an added advantage.

#### **KEY PERFORMANCE AREAS:**

Coordinate Recruitment and Selection Processes • Conduct an analysis of employment practices, procedures and working environment to identify employment barriers • Coordinate of Training and Development • Coordinate the Annual training needs assessments • Administer monthly payroll and all related forms submitted from departments • Attend to staff queries regarding the payroll administration • Provide Benefits Administration Support •

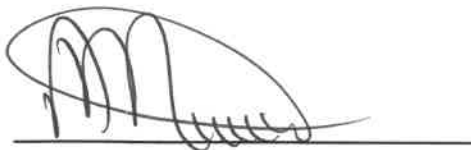
Provide Labour Relations Support • Monitor the appointment of Safety Committee and Safety officer that will inspect all workplaces at regular intervals in order to ensure compliance with the OHAS-Act. • Develop Occupational Health and Safety Standards which shall be based on the 5-star standards as developed by the National Occupational Safety Association (NOSA)

**KEY COMPETENCY SKILLS:** • The knowledge of Government sector, reporting and control requirements associated with this post requires in depth understanding of the application of the legislation, various policies and procedures regulating the development of skills of individuals in the workplace. • Planning and organising skills. Good analytical, interpersonal relation and negotiation skills • Knowledge of VIP payroll.

**Closing date: 29 January 2024, @16:30**

Please note: Applicants must submit an application letter, comprehensive Curriculum Vitae with exposition of their experience and competencies with certified copies of qualifications, Identity document and license. Applications should be forwarded to the HR Office, Alfred Nzo Development Agency, Umzimvubu Goats Complex, Hospital Road or Private Bag X 514 Mount Ayliff, 4735. Appointment will be subject to appropriate reference and qualification checks. If applicants receive no notification within one month from the closing date, please assume that your application was unsuccessful.

The agency reserves the right not to fill the position. **LATE, EMAILED AND FAXED APPLICATIONS WILL NOT BE ACCEPTED.** All enquiries should be directed to Ms. S.Jijana, HR Practitioner by telephone at (039) 492 0011/072 856 6566 or [jijanas@anda.org.za](mailto:jijanas@anda.org.za)



**MS N. BOTI**  
**ACTING CHIEF EXECUTIVE OFFICER**