

VACANCY

Job Title	Human Resources Assistant
Programme(s)	Human Resources & Operations Department
Reports to	The Human Resources & Operations Manager
Work Location	Scalabrini Centre of Cape Town, 47 Commercial Street, Cape Town
Work Hours	40 hours per week (Monday to Friday)
Closing date	06 June 2023
Email your application to	operations@scalabrini.org.za

About SCCT

The Scalabrini Centre of Cape Town is a South African NPO advocating for the rights of people on the move. Our mission is to welcome, to protect, to promote and to integrate, people on the move into local communities. www.scalabrini.org.za

Purpose of position (summary):

Assisting the Human Resources & Operations Manager with the day-to-day HR functions, record keeping, general admin, and HR process coordination, including assisting and/or relieving team colleagues with their duties from time to time.

Primary Duties and Responsibilities:

HR Admin, coordinating and maintaining HR processes, guidelines, record keeping, reporting, and team support, including:

1. Recruitment process support (Adverts, interview coordination, onboarding documentation, orientation)
2. Leave and Payroll support (Accurate recording, monthly reconciliations, and reports)
3. Volunteer Programme support (Documentation, orientation, logistics)
4. Contracts (Documents and letters, diarize expiries, process follow-through)
5. Compliance (Application of LRA, and all related Acts and Policies and HR process guidelines, facilitation, and audit compilations)
6. Health & Safety (Representative duties, coordination, record keeping, and monthly reporting)
7. Operational team support (Assisting the Operations Coordinator, Receptionist and Guesthouse Coordinator in their duties, as needed and directed)

Minimum Qualifications, Skills and Experience:

Minimum requirements:

- Human Resources Management Diploma/Degree or equivalent
- Minimum 2 years of operational experience in a Human Resources/Relations work environment
- Knowledge and sound understanding of the application of the LRA, OHSA and all related acts and policies
- Proficient in Microsoft Word, PowerPoint, Excel, and Canva, and sound understanding of Payroll processes
- Excellent communication and internal relations skills
- Good with systems, details, recordkeeping, reporting, and able to think creatively

Advantageous

- Own transport and a valid driver's license

PLEASE NOTE:

Only short-listed candidates will be contacted. Scalabrini Centre reserves the right not to make any appointment in this position. Shortlisted individuals may be contacted for any further supporting documents and registration details needed. Scalabrini Centre has a zero-tolerance policy regarding sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination; and adheres to strict child safeguarding principles. Selected candidates will be expected to undergo reference and background checks, including verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information in this regard.