

Junior Human Resources Practitioner: Incubation Centre's (IC) – Supplier Park Development Company (SOC) Ltd trading as AIDC, Rosslyn, Gauteng

The Supplier Park Development Company (SOC) Ltd trading as AIDC is a Government owned, public entity company established to provide support to the SA Automotive Industry in its drive for global competitiveness. It is a dynamic company that offers exciting career opportunities. The AIDC's success hinges on its human capital, and in the pursuit to realise its strategic objectives, the AIDC aims to recruit a **Junior Human Resources Practitioner: Incubation Centres (IC)** in a **permanent contract** position with three months' probation. The successful candidate will report directly to the **Human Resources Manager: Administration and Resourcing**.

POSITION	:	Junior Human Resources Practitioner: IC
PERIOD	:	Permanent Contract
LOCATION	:	AIDC and Incubation Centres
ADVERT REF NO	:	2021/11- 7
DEPARTMENT	:	Human Resources
TCOE	:	R 319 101,78 per annum
JOB GRADE	:	C2

CURRENT JOB TITLE	Junior HR Practitioner: Incubation Centre	JOB GRADE	C2
PROPOSED JOB TITLE			
JOB CODE			
DEPARTMENT	HRA		
DATE REVIEWED	07.07.2021		
LOCATION	Incubation Centre		
EMPLOYMENT STATUS	Permanent		
PURPOSE STATEMENT			
Provides day to day HR administrative support to specific Human Resources functions. The HR Assistant also ensures support and advice is provided to employees with respect to understanding organizational and legislative procedures related to their employment, benefits and development and also follows up on any procedural problems, documentation and inquiries. Furthermore, the Junior HR Practitioner assists with the administration of the time management system.			
POSITION IN THE ORGANISATION			

2ND LINE MANAGER (2ND LEVEL)	Senior Manager: Human Resources
1ST LINE MANAGER (1ST LEVEL)	HR Manager: HR Administration and Resourcing
POSITION	Junior HR Practitioner: AIDC Automotive Incubation Centre
SUBORDINATE (1ST LEVEL)	
SUBORDINATE (2ND LEVEL)	
SUBORDINATE POSITIONS	
<i>Please provide job titles of subordinates and total number of employees per job title (organogram can be inserted)</i>	
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MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – (Please provide a short description under each heading/output)	TIME SPENT
<p>1. Human Resources Support</p> <ul style="list-style-type: none"> • Enter data into HR systems so that accurate records are maintained; • Supports adherence to HR Policies • Assists with the time management system; • Contribute to HR projects • Provide data for, and prepare, management information reports; • Assist the HR Practitioner with the development and maintenance of human resource policies and procedures • Coordinates the exit process • Coordinates the Disciplinary process and prepares the relevant documentation • Drafts HR correspondence for the practitioner and the HR manager i.e. increment, termination letters etc. • Handles HR related queries 	50%
<p>2. Recruitment and Selection</p> <ul style="list-style-type: none"> • Liaise with HR Practitioner and Incubatees when vacancies arise • Draft adverts and advertise internally following procedure • Screen candidates and determines a shortlist of suitable candidates • Coordinate the Selection Process to ensure appropriate candidate appointed for vacancies • Conducts pre-employment checks • Drafts employment contract and coordinates the placement process • Facilitates the on-boarding process 	25%
<p>3. HR Administration</p> <ul style="list-style-type: none"> • Ensure HR documents are archived • File documents on personal files • Ensures HR policies are appropriately filed and are accessible to staff 	25%

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
<ul style="list-style-type: none"> • Coordinates input to HR Policies and maintains Practice Notes (SOPs) • Provides HR support to Incubatee companies • Use HRIS to record and maintain the organisation’s human resources • Acts as a liaison person with payroll department • Completes relevant IOD information and submits to the commissioner • Updates HR Risk register and follows up on mitigation actions 	
TOTAL	100 %

A) KNOWLEDGE AND SKILLS	
FORMAL EDUCATION	<ul style="list-style-type: none"> • Grade 12; • National Diploma in Human Resources
TECHNICAL/ LEGAL CERTIFICATION	<ul style="list-style-type: none"> • Registered SDF will be an advantage
EXPERIENCE	<ul style="list-style-type: none"> • 2 years HR related experience

COMPETENCIES		
KNOWLEDGE	SKILLS	ATTRIBUTES
Human Resource Management	Computer Literacy	Tact
Administration Systems	Communication	Innovation
CRM	Problem solving	Time Management
Workplace Law	Decision making	Attention to detail
BCEA (Basic Conditions)	Inter-personal	Honesty
Policies and Procedures	Negotiation	Ability to work under pressure
LRA	Presentation Skills	Integrity
Recruitment and Selection Practices	Conflict Handling	Sense of Humour
Job Analysis	Written communication skills	Resilient
	Relationship versatility	
	Facilitation	
	Administrative	
	Report Writing	
	Research	
	Disciplinary Procedures	

<ul style="list-style-type: none"> • Ability to work with minimal supervision
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For full details on the above positions, including minimum requirements, qualifications and experience please visit the following respective website – www.ggda.co.za, www.aidc.co.za and www.conhill.org.za.

All enquiries and applications for Constitution to be addressed to recruitment@conhill.org.za. All enquiries and applications for GGDA holdings to be addressed to recruitment@ggda.co.za. All enquiries and applications for AIDC to be addressed to hrrecruitment@aidc.co.za

The closing date for all above positions is the 29th of November 2021 12:00 HRS midday, diversity is encouraged, preference will be given to Women, Youth and People with Disabilities and only shortlisted candidates will be contacted.

“The Protection of Personal Information Act (POPIA) came into effect on 1 July 2021. The GGDA respects your privacy and is committed to keeping your personal information secure and confidential. The Group will ensure that in Processing an Applicant’s or Employee’s Personal Information, it will adhere to its obligations in terms of POPIA. By virtue of you applying for this position, you give The Group the consent to keep and or process your information as per POPIA”.