



University of Cape Town Lung Institute

HUMAN RESOURCES ADMINISTRATOR

The University of Cape Town Lung Institute (www.lunginstitute.co.za), requires applications for a **HUMAN RESOURCES (HR) ADMINISTRATOR*** position, on a **Fixed Term Contract**.

The Lung Institute, situated in George Street, Mowbray, is wholly-owned subsidiary of the University of Cape Town and is recognised internationally as a leader in the study of treatments for airways diseases, having performed more than 150 research projects.

The **HR Administrator** will be Involved in a wide range of support activities within the HR Department, including daily administrative assistance on all HR and business-related matters.

Minimum Requirements:

- Grade 12 / Equivalent
- Bachelor's Degree / Diploma / Certificate in Human Resources Management
- Minimum of 2 years' experience within an HR administrative role
- Familiar with South African Labour Laws
- High proficiency with MS Office (Outlook, Excel, Word, PowerPoint, and database management)
- Experience with HR and Payroll systems (VIP and ESS), as well as WordPress and other online systems, would be highly advantageous

Attributes & Behaviours

- High degree of integrity and confidentiality
- High attention to detail and accuracy
- Ability to follow processes and procedures
- Ability to work well under pressure
- Excellent interpersonal and communication skills – both verbal and written
- Proactive self-starter with the ability to work independently and as part of a team
- Effective HR administration skills

Responsibilities include (but not limited to):

- Assist with all HR and business-related duties
- Administration relating to recruitment, payroll, labour relations, performance management and training
- Manage online recruitment system - screen CV's, schedule on-site interviews and assessments, conduct security, credit and reference checks
- Assist with logistics regarding interviews, as well as conducting interviews
- Draft offer letters and employment contracts, as well as regret emails
- Assist with onboarding and induction of new staff
- Prepare and maintain electronic staff files for employees - ensuring all documents are received and kept up-to-date
- Assist with payroll and benefits administration
- Assist with reports for leave, recruitment and terminations
- Assist with documentation for disciplinary issues
- Attend Health and Safety and Employment Equity Meetings
- Assist in implementing and managing culture building and staff building initiatives
- Assist in providing change management support
- Assist with social calendar and staff intranet
- General administration and ad-hoc duties related to HR administration

Additional Information:

- This position will be based in Mowbray, Cape Town
- 6 - 12 months Fixed Term Contract
- Full-Time position, 40 hours per week, Monday to Friday

To apply, interested applicants are requested to [click here](#) to complete the online application process with a cover letter and updated CV

Closing Date: 22 November 2024

Only shortlisted candidates will be contacted. Should you not receive a response within 30 days of the closing date, please consider your application unsuccessful.

The University of Cape Town Lung Institute is committed to equity in our employment practices and reserves the right not to appoint. The selection process will be guided by the Employment Equity Plan and Targets of the University of Cape Town Lung Institute (Pty) Ltd.

***Please Note: This Position is not on UCT Conditions of Service.**
