



## **SOUTH AFRICAN VETERINARY COUNCIL**

The South African Veterinary Council (SAVC) is a non-profit regulatory statutory organisation of the Veterinary and Para-veterinary professions, promoting the health and well-being of South Africans through the promotion of animal health, production and well-being.

The SAVC achieves its mandate through the regulations of the standards of training, ethical and practice standards of veterinarians, veterinary nurses, animal health technicians, veterinary technologists and laboratory animal technologists thereby protecting the interests of those dependent on animals and assuring public health.

The SAVC intends to appoint a successful applicant to the following vacancy at its offices in **Irene, Centurion** –

<b>Job Title:</b>	<b>Human Resources Administrator</b>
Reporting To:	Registrar and Directors
Subordinates:	None
Remuneration:	Market-Related, in line with SAVC salary structure

### **1. MAIN PURPOSE**

To provide a comprehensive administrative service to the Council and administration staff and to render a service to all professions, stakeholders and institutions according to the legislation.

To provide human resource and administration services to the SAVC staff and Council

### **2. MINIMUM QUALIFICATIONS AND EXPERIENCE:**

- Grade 12 / Matric and tertiary qualification in human resource administration
- At least five to seven years relevant work experience in human resource administration
- Proven experience in drafting Employment Equity plans
- Proven experience in office administration
- Excellent Computer Literacy, i.e. MS Word, Excel, PowerPoint and typing skills
- Excellent written and verbal communication skills
- Good interpersonal and emotional intelligence to work under pressure and people orientated
- Excellent administration, planning and organising skills

### **3. DUTIES AND RESPONSIBILITIES:**

#### **a) HR Policies and implementation**

- Update the HR Policies with [and in liaison] the Registrar and Director Legal Affairs where requires and/or in the event of legislative changes
- Conduct regular HR meetings and workshops
- Facilitate performance reviews of staff
- Facilitate relevant interventions for under-performing employees
- Provide advice regarding grievance matters and procedures to be followed
- Provide advice regarding disciplinary matters and facilitate disciplinary matters
- Sitting-in on grievance, disciplinary and performance related discussions with employees to ensure fair process
- Arranging grievance and disciplinary enquiries and hearings to ensure fair process



## SOUTH AFRICAN VETERINARY COUNCIL

### b) Recruitment and Employment Equity

- Recruit staff in line with the SAVC recruitment and Employment Equity plan under the direction of the Registrar
- Conduct relevant background checks on prospective candidates
- Arrange interviews with shortlisted candidates
- Sit in on interviews where required
- Draft offer and contract of employment in liaison with the Registrar and Director Legal Affairs
- Facilitate induction and orientation of new employees
- Assist with probation period assessments
- Conduct exit interviews with departing staff members
- Draft Employment Equity plans
- Submit annual Employment Equity reports to the Department of Labour
- Coordinate the Employment Equity Committee meetings under the direction of the Registrar

### c) Training and Skills Development

- Draft the annual training and skills development plan for staff in liaison with the line managers
- Keeping record of skills development [in house training] and [outsourced training] in liaison with line managers
- Provide relevant skills development information for purposes of SETA
- Submit annual training report (ATR) and workplace skills plan (WSP) to SETA and optimize grant recoveries.
- Advice on best practice pertaining to leave management, i.e. Annual, Sick, Study and Compassionate and draft leave schedules in liaison with Deputy Director Finance

### d) Office Administration Support

- Manage and execute all formal Council functions as well as staff functions in liaison with Marketing Administrator
- Procure and collect refreshments, equipment and other items when needed
- Collect mail, posters and courier documents when required
- Security matters: liaise with office park management for staff gate access
- Oversee maintenance, cleaning and general appearance of the office: building, premises and parking
- Perform ad hoc duties as and when required

### e) Projects

- Plan and execute projects as and when needed

### 4. Application process:

- Email detailed CV with 3 contactable references, certified copy of ID, matric certificate and qualifications to: [hr.officeadmin@savc.org.za](mailto:hr.officeadmin@savc.org.za)
- Applicants may be required to undergo an assessment in the competencies required for the position.

**Closing date for applications: Monday, 15 July 2019**

*Only short-listed applicants will be contacted and the SAVC reserves the right not to appoint any applicant to the post.*

*Applications, which are received after the closing date, will not be considered.*

***In accordance with the principles of Employment Equity, preference will be given to suitably qualified candidates from the designated groups.***