SOUTH AFRICAN VETERINARY COUNCIL

POSITION: HUMAN RESOURCES AND OFFICE ADMINISTRATOR

Main purpose: To provide a comprehensive administrative service to the Council and to render a service to all professions, stakeholders and institutions according to legislation.

Key result areas: To provide human resource and office administration services.

Operational Execution; Administration; Communication; Planning; Research.

Skills set required: Attention to detail; Integrity; Procedural awareness; Verbal & written communications skills; Administration skills; Planning; People orientated; Computer literate.

Reporting to: Registrar and Directors.

JOB DESCRIPTION

A. HUMAN RESOURCE FUNCTIONS

a) HR Policies and implementation

1. Update the HR Policies with [and in liaison] the Registrar & the Director Legal Affairs where required and/ or in the event that legislative changes took place.
2. Conduct regular HR meetings.
3. Facilitate performance reviews of staff members [excluding managers/directors] in liaison with directors.
4. Facilitate best ways forward for under-performing employees.
5. Provide advice regarding grievance matters and facilitate grievances.
6. Provide advice regarding disciplinary matters and facilitate disciplinary matters.
7. Sitting in on disciplinary- and performance related discussions with employees, which may have disciplinary consequences, as a witness and to ensure a fair process.
8. Arranging disciplinary hearings and putting together the relevant evidence, in liaison with the Director Legal Affairs.

b) Recruitment and Employment Equity

9. Recruit staff members if and when required under direction of the Registrar.
10. Perform background checks on prospective candidates for positions.
11. Arrange interviews with prospective staff members.
12. Sit in on interviews where required.
13. Draft offers of employment; and employment contracts, once the offers are accepted, in liaison with the Registrar & the Director Legal Affairs.
16. Submit annual Employment Equity reports to the Department of Labour.
17. Conduct exit interviews with departing staff members.

b) Staff: Skills development and leave

19. Provide relevant skills development information for purposes of SETA.
20. Submit skills reports to SETA and optimize grant recoveries.
21. Advice on best practice pertaining to leave and draft leave schedules in liaison with the Deputy Director Finance.
B. OFFICE MANAGEMENT RESPONSIBILITIES

22. Oversee maintenance, cleaning and general appearance: Building, premises and parking arrangements.
23. Oversee all meeting arrangements in liaison with professional assistant & meeting support.
24. Manage and execute all formal Council functions as well as formal and informal staff functions.
25. Oversee stock taking in liaison with the finance section.
26. Procure & collect refreshments, equipment and other items not delivered by service providers.
27. Collect staff and visitors when required, equipment and other items [mail; posters; courier documents] when required.
29. Facilitate recycling of paper and assist in archiving responsibilities.
30. Perform any other tasks [reasonable requests].

C. QUALIFICATIONS AND EXPERIENCE

31. Relevant tertiary qualification relating to human resource administration.
32. At least ten to fifteen years work experience in the field.
33. Proven experience in drafting of Employment Equity plans.
34. Proven experience in office administration.
35. Skills set required: [same as above] Attention to detail; Integrity; Procedural awareness; Excellent verbal & written communications skills; Administration skills; Planning; People orientated; Computer literate.