JOB VACANCY: HUMAN RESOURCES AND OFFICE ADMINISTRATOR

The South African Veterinary Council (SAVC) is seeking the services of a suitable candidate to employ as Human Resources- and Office Administrator.

A. REQUIREMENTS

1. Relevant tertiary qualification relating to human resource administration.
2. At least ten years work experience in the field.
4. Proven experience in office administration.
5. Attributes required:
   - Attention to detail;
   - Integrity;
   - Procedural awareness;
   - Excellent verbal & written communications skills;
   - Administration skills;
   - Planning;
   - People orientated; and
   - Computer literate.
6. Own reliable vehicle.

B. DUTIES

- HR Policies and Implementation
- Recruitment and Employment Equity
- Staff: Skills Development and Leave
- Office Administration Responsibilities

C. APPLICATIONS

Please apply by submitting your detailed CV, cover letter and recent passport size photo via e-mail to legaldirector@savc.org.za by 17 February 2017. Only shortlisted applicants will be contacted for written tests and interviews. Only compliant [refer requirements A. above] applications will be considered. Employment equity will be a consideration.
HUMAN RESOURCES AND OFFICE ADMINISTRATOR DUTIES