

**NETCARE**

# Vacancy

Closing date: 17.11.2023

## Role profile

Role title	Human Resource Assistant (Fixed-Term Contract- 4 Months)
Division	Hospital Division
Location	Netcare Moot Hospital
Reporting structure	Human Resources Manager

## Role summary

The Human Resources Assistant is required to perform a full generalist human resources function. This includes industrial relations, recruitment and selection, training, counselling and the supervision of administration processes.

The incumbent is further required to meet tight deadlines, to be accurate, to follow policies and procedures and to interact with members of the staff, management, external companies/agencies associated with Netcare as well as members of the public.

## Key work output and accountabilities

Recruitment and selection:

- Compile advertisements in conjunction with line management
- Advertise vacancies and complete shortlist
- Process all relevant documentation related to the recruitment and selection of staff
- Liaise with external suppliers as required

Orientation and onboarding:

- Schedule employees for orientation
- Reconcile induction attendance registers and submit to Training department for capturing

Payroll:

- Ensure the collation and submission of documentation for payroll including dealing with all payroll related queries
- Payroll input processing, new appointments, terminations and promotions.
- Deductions, Tax on Bonus, Retirement Fund options and contributions
- Process Medical Aid applications and changes
- Ensure medical exits and appointment medical is done
- Maternity processing and UIF forms

#### Processing of claims:

- Process IOD claims.
- Create and maintain an effective monitoring system to provide progress feedback to all concerned.

#### Banking system administration:

- Leave

#### Uniform:

- Arrange and handle the complete uniform fitting for all staff members.
- Ensure effective communication from suppliers regarding fitting and delivery dates.
- Update uniform allowance balance on Vision and or/with HRSSC ensuring that all applicable AOD forms are completed by staff and processed for deductions via the payroll.

#### Industrial relations:

- Ensure monthly IR statistics are submitted by HOD's
- Ensure that previous month's statistics are loaded on Vision by the 5th of the new month including discussion planners, counselling sessions, disciplinary warnings, hearings and grievances.
- Submit monthly IR statistics and HRA report to the HR Manager

#### Human resources audit and reporting:

- Process monthly HR reports, and other related statistical reports required by management
- Audit exception reports to ensure compliance with the timekeeping system and legislation

#### Personnel administration:

- Adhere to all personnel administration policies, processes, systems and procedures, ensuring that personnel records are accurate and updated
- Handle all routine personnel administration queries and work requests and resolve these efficiently and effectively within required SLA's and turnaround times

#### Typing:

- Take minutes at disciplinary and grievance hearings and meetings as requested
- Process and distribute all requests or schedules for meetings and training
- Assist in the typing of Human Resources related documents as requested
- Type minutes of EE meetings and ensure distribution of minutes to wards and members of the committee within one week of the meeting

#### Filing:

- Create and maintain an appropriate filing system to ensure an accurate record of all reports and other documents is maintained
- Archive personnel files
- File employee personnel records including e-filing
- File HR Manager memos, minutes on a weekly basis

#### Queries:

- Attend promptly and politely to all human resources related queries from internal and external customers telephonically, in person and in writing as appropriate.
- Direct customers efficiently and politely to the correct source where it is not possible to deal with queries.

#### Human resources administration:

- Order name badges, process necessary certificates, arrange vouchers and assist with the arrangements for presentations.
- Assist with the preparation of a monthly farewell presentation for staff who have terminated.
- Generate and update a birthday list regularly for distribution to all management on a monthly basis.

#### Learning and Development:

- Assist with planning and organizing of all training and orientation programmes, including sending out invitations, reminders to the staff, booking of venue, setting up, catering booking
- Assist in the compilation of the workplace skills report, annual training report and discretionary grant application
- Co-ordinate training venue, catering, and equipment requirements for training and functions co-ordinated by human resources
- Assist with arranging various in-service programs such as HIV Awareness, computer literacy training, fire fighting training
- Ensure that training registers are forwarded for capturing to HRSSC within one week of completion of training

#### Project management:

- Assist with Human Resources related projects on an ad hoc basis as required
- Active involvement in the accreditation process

#### Personal and professional development:

- Assume responsibility for own personal and professional development
- Keep up to date with Netcare's evolving policies and procedures

## Skills profile

### Education

- Grade 12 / Matric
- A three-year Degree or a Diploma in human resources management or related studies or studying towards or an equivalent NQF level 7 qualification.

### Work experience

- Minimum of 1 - 2 years human resources generalist experience

### Knowledge

- Good general knowledge and understanding of legislation pertaining to the specific business environment
- Good working knowledge of the Basic Conditions of Employment Act
- Computer literacy is essential

### Non Managerial/ Specialist Skills

Customer Focus and Service Delivery	The capacity to identify and respond to the needs of *internal and external customers.  *Internal and external customers include patients, doctors, colleagues, suppliers, visitors, vendors and any other person that requires a work relationship
Continuous Improvement	The capacity to improve systems and processes to facilitate continuous improvement.
Personal Work Ethic	Capacity to instil an ethic of quality and consistency in self and others.
Building Relationships	Capacity to establish constructive and effective relationships.
Communication	The capacity to clearly present information, either written or verbal.
Teamwork	Capacity to cooperate with others to work towards a common goal.
Technical Knowledge	The capacity to perform a technical function to required standards.

### Values and behaviours

Netcare values	<p>At Netcare, our core value is care. We care about the dignity of our patients and all members of the Netcare family. We care about the participation of our people and our partners in everything we do. We care about truth in all our actions. We are compassionate about quality care and professional excellence.</p> <ul style="list-style-type: none"> <li>• Care - The basis of our business. The professional, ethical patient care and services we offer at every level of the organization.</li> <li>• Truth - The crucial element in building relationships that work. Open communication with honesty and integrity is essential.</li> <li>• Dignity - An acknowledgement of the uniqueness of individuals. A commitment to care with the qualities of respect and understanding.</li> <li>• Compassion - We engage everyone with compassion and respond with acts of compassion in all interactions with our patients and their families.</li> <li>• Participation - The willingness and desire to work in productive and creative partnerships with others and the commitment to communicate.</li> </ul>
The Netcare way	<p>Netcare is committed to providing quality care. Our basic service standard holds us accountable for the below seven behaviours, which you will be accountable to uphold:</p> <ul style="list-style-type: none"> <li>• I always greet everyone to show my respect.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• I always wear my name badge to show my identity.</li><li>• I am always well-groomed to show my dignity.</li><li>• I always practise proper hand hygiene to show my care.</li><li>• I always engage to show my compassion.</li><li>• I always say thank you to show my appreciation.</li><li>• I always embrace diversity to strengthen inclusivity and belonging.</li></ul> |
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## Application process

### Netcare is an equal opportunity employer

The Company's approved Employment Equity plan and targets will be considered as part of the recruitment process aligned to the Group's Employment Equity strategy. Netcare actively supports the recruitment of people with disabilities.

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to [Kefiloe.Molala@netcare.co.za](mailto:Kefiloe.Molala@netcare.co.za)

#### Please note:

- Please note that reference checks for internal applicants will be conducted with the applicant's current and past Netcare direct line managers and the relevant Netcare HR Managers. Therefore, employees are encouraged to discuss internal job applications with their direct line manager to ensure that the line manager is aware of the application.
- The terms and conditions of employment relating to the function you have applied for will be based on those in the Division within which you will be employed.
- If a candidate has any disability that may impair the individual's ability to perform the job function, the candidate must kindly inform the employer so that an assessment for reasonable accommodation can be made.
- By applying for this position and providing us with your CV and other personal information, you are consenting to the information being processed for possible recruitment and selection purposes only or for such purposes relating to assessing the establishment of an employment relationship with yourself, and this will be done in accordance with the applicable data protection and privacy legislation. We confirm that such information will not be used for any other purpose without obtaining your prior consent.
- If your application is not successful, we will retain your CV and other information provided on our electronic system for 12 months. If you object to your information being used in accordance with the aforementioned clauses, please indicate your objection, and we will immediately securely destroy your personal information.
- Kindly note that only shortlisted candidates will be contacted. Applicants who have not been contacted within 30 days of the closing date of this advert, should consider their application as unsuccessful.

