



# University of Cape Town Lung Institute

## HUMAN RESOURCES OFFICER

The University of Cape Town Lung Institute ([www.lunginstitute.co.za](http://www.lunginstitute.co.za)), requires applications for a **HUMAN RESOURCES (HR) OFFICER\*** position, on a **Fixed Term Contract**.

The Lung Institute, a subsidiary of the University of Cape Town, is a globally recognised medical research facility with a mandate to address priority health issues through Education, Research and Service.

The **HR Officer** will be involved in a wide range of activities within the HR Department, including payroll, recruitment and 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 3 years' experience within an HR Generalist role
- 1 – 2 years' experience processing payroll on Sage300 People Payroll system
- Familiar with South African Labour Laws
- High proficiency with MS Office (Outlook, Excel, Word, PowerPoint, and database management)

### 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 and towards deadlines
- 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 HR Manager with all HR and business-related duties
- Administer and process monthly payroll on the Sage300 system
- Handle payroll queries and resolve discrepancies
- Manage employee data and records on Sage People 300 and assist with monthly reporting
- Complete WCA Forms and UIF documentation, as required
- Assist in managing recruitment process from start to end using online recruitment system - screen CV's, schedule and conduct on-site/virtual interviews, assessments and conduct security, credit and reference checks
- Draft offer letters and employment contracts, as well as regret emails
- Ensure all new employees are taken through an onboarding programme and fully inducted
- Act as advisor to management and staff on employee relations matters
- Investigate disciplinary matters and coordinate disciplinary hearings
- Assist in maintaining, updating and ensuring compliance with all policies and procedures, in line with labour laws
- Assist with performance management processes
- Assist with skills development initiatives and maintaining record of staff training
- Maintain and update electronic staff files for employees - ensuring all documents are received and kept up-to-date
- Provide logistical arrangements and attend quarterly Health and Safety and Employment Equity Meetings
- Assist in implementing and managing culture building and staff building initiatives
- Assist in providing support and driving change management
- Assist with social calendar and staff intranet
- General administration and ad-hoc duties related to HR administration

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**Yale University**



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1989 International Association of Universities, Franz Eberhard, Ann C. Taylor, 2020-05-18 No detailed description available for 1989

**Directory of Industrial Establishments of the Philippines, 1940-1941** Philippines. Bureau of Commerce, 1940

**South African Language Rights Monitor 2011 / Suid-Afrikaanse Taalregtemonitor 2011** Johan Lubbe, Theodorus du Plessis, 2016-01-05 The SALRM 2011 provides a rich source of information on a range of language related subjects A prominent issue remains the changing of street and place names including the Pretoria Tshwane and Louis Trichardt Makhado sagas Language in education remains a thorny issue as medium of instruction at school and tertiary level and the proposal that passing an African language should be a requirement in order to obtain a tertiary degree in South Africa In terms of language legislation the draft version of the National Language Act was proposed The language of record in courts also received attention in the media

**Official Gazette** Philippines, 1971

Catalogue of the Officers and Graduates of Yale University Yale University, 1908

**Catalogue ...** Yale University. Graduate School, 1906

*Commercial Fish Farmer*, 1977

Bulletin bibliographique de la Société internationale arthurienne International Arthurian Society, 1986

Everyday Politics in the Philippines Benedict J. Kerkvliet, 2002 Focusing on a rice farming village in central Luzon Kerkvliet argues that the faction and patron client relationships dealt with by conventional studies are only one part of Philippine political life

*Arthurian Bibliography IV* Elaine Barber, 2002 This fourth volume of entries culled in the main from BBSIA covers the years 1933 to 1998 inclusive The cumulative volumes of the Bibliography offer an exhaustive author and title database of the burgeoning scholarship in this field

Philippine Yearbook, 1979

Jet, 1982-01-28 The weekly source of African American political and entertainment news

**Southeast Asian Water Environment 1 S.**

Ohgaki, Kensuke Fukushima, Hiroyuki Katayama, Satoshi Takizawa, Chongrak Polprasert, 2005-12-01 Southeast Asia has undergone rapid commercial and industrial development over the past half century which continues to bring economic stability and prosperity to its inhabitants The combined impacts of population growth urbanization and industrialization continue to put pressure on the natural resources and the environment At the same time globalization is another momentous challenge for the region Southeast Asian megacities are some of the most dynamic and diverse regions which are playing a key role in achieving global sustainability Twelve out of nineteen megacities of the world are located in the region where highly developed areas coexist with poorly developing areas where large economic growth is expected The poor quality of the living standards of the latter creates many environmental problems that are major threats to the inhabitants of the region The Southeast Asian environment has been degraded by the release of industrial and domestic wastes agricultural and aquacultural chemicals and pollutants from automobiles It suffers from water related disasters Tsunami floods typhoons etc In order to deal with these issues an integrated approach from the inhabitants governments and researchers is essential The environmental threats arising from the increasing population overuse of natural resources industrialization urbanization and

natural disasters present ever increasing challenges to pursuing sustainable development of the region Many developed countries such as Japan have experiences of dealing with severe environmental pollution and this publication is the result of building an academic network among researchers of related fields from different regions to exchange information This book will be an invaluable source of information for all those concerned with achieving global sustainability within the water environment in developing regions including researchers policy makers NGOs and NPOs      **The New Student's Reference Work for Teachers, Students, and Families** Chandler Belden Beach, Frank Morton McMurry, 1909      American Junior Colleges Walter Crosby Eells, Jesse Parker Bogue, 1971      **Subject Index of Modern Books Acquired** British Library, 1906      **Subject Index of the Modern Works Added to the British Museum Library** ,1906      *Resources in Education* ,1978      **Subject Index of the Modern Works Added to the Library of the British Museum in the Years ...** British Museum, 1906      **(2015)** Nathanael Busch, 2016-12-19 The purpose of the BIAS is year by year to draw attention to all scholarly books and articles directly concerned with the mati re de Bretagne The bibliography aims to include all books reviews and articles published in the year preceding its appearance an exception being made for earlier studies which have been omitted inadvertently The present volume contains over 700 entries on relevant publications that were published in 2014

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