Skills & Experience

* Preferably a relevant tertiary qualification in HR
* Relevant working experience is essential. The duration of which is dependent on the depth of the current role held and/or industry.
* Working knowledge of the HR disciplines.
* Accuracy and professionalism in written and verbal skills.
* Excellent command of the English language.
* Technologically advanced (good computer skills and understanding of social media).
* Be able to maintain confidentiality of sensitive information (sense of character).
* Have strong interpersonal and communication skills.
* Flexibility and adaptability.
* Meticulous attention to detail.
* Developed sense of responsibility, conscientiousness, and reliability.
* Demonstrated ability and skill in administrative tasks.
* Exceptional organisation skills.

Required:

Applications will be accepted from South African citizens or holders of a valid South African work permit.

Key Responsibilities

The purpose of the HR & Training Administrator is to provide support to the group HR & Training function.

Support to the HR Function:

* Facilitating effective recruitment and onboarding of staff, and all related administration.
* Updating of generic job profiles for the group and standardisation of other HR forms/collateral.
* Assisting with the compilation and implementation of employee inductions.
* Updating and custodian of Singita group organograms.
* Completion of HR and Employment Equity reports.
* Coordination of Singita Health and Wellness activations and campaigns.
* Coordination of staff celebrations.
* Coordination and assistance with various internal workshops / strategy sessions as may be required from time to time.
* Updating and maintaining Singita’s employment contract templates in line with the BCEA.
* Involvement in HR projects.
* General HR support to the HR Director and the

GM: Human Resources.

Support to the Training Function:

* Tracking of cross-pollination across the group.
* Assistance with the sourcing and coordination of training providers.
* Support the updating and moderating of internal training programmes.
* Record keeping of completed training and compilation of training reports.
* Completion of Mandatory Reports for SETA (Cathsseta).
* Create competency indices in line with Job Profiles.
* Facilitate #Singita\_Awareness and other internal campaign/s.
* Arrange and host Singita Interactive sessions.
* Administration to support Singita Academy and LMS.
* Assistance with internal accreditation (QCTO or similar)
* General support to the Group Training and SOP Facilitator.

To apply email your CV to Louisa.C@singita.com or visit:

www.singita.com/about/careers