

**JOB SPECIFICATION**

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| **JOB INFORMATION**  **Job Title**: Human Resource Officer  **Department**: HR and Corporate Affairs  **Normal Hours of work:** Normal hours of work unless there are urgent matters to be attended to  **Normal place of work**: Parktown, Johannesburg | **Job Classification:** Administrative  **Reporting to**: HR and Corporate Affairs Manager  **Job Grade:**  **Last Review:** April 2020 |
| **PRIMARY OBJECTIVE(S) OF THE JOB**  Responsible for supporting the Human Resources Manager in the effective and efficient administration of Human Resources procedures and operations for MDDA in order to support the attraction and retention of suitable qualified Human Resources to ensure the attainment of the set organizational mandate and Human Resources operational objectives. | |
| **MDDA VALUES**  **Integrity**: We are honest, transparent, reliable, fair, accountable and responsible for our actions  **Ubuntu:** We are empathetic, courteous and respectful to our staff and clients alike  **Professionalism**: We are efficient, effective, service delivery orientated, punctual, performance driven and work collectively  **Commitmen**t: We are passionate, go the extra mile, responsive, have a strong work ethic, are consistent and accessible  **Developmenta**l: We are inclusive, open and participatory | |
| **KEY DUTIES AND RESPONSIBILITIES**.  **Strategy Implementation**   * Support the Human Resources Manager in the implementation of Human Resources strategic plan. * Support the development of a Human Resources Management and support services business plan for MDDA that is in line with the overall MDDA strategy * Support the Human Resources Manager in develop Human Resources Annual Plan.   **Human Resource Governance**   * Support the Human Resources Manager in the development of organization capability around human resource, administration, governance and decision processes aligned with the MDDA’s human capital operational model. * Attend meetings of HR forum meetings * Support the Human Resource Manager in the development and monitoring of Human Resources Management Services policies/ procedures and other relevant documents to ascertain whether such documentation adheres to legal requirements. * Support the Human Resource Manager in analyzing and interpreting amendments of the Conditions of Service to ensure the fair and consistent application with accurate guidelines   **Stakeholder Management**   * Provide internal advice to Management and Staff on human resource management matters   **Payroll Administration**   * Administration of the Payroll for payment by Finance. * Oversee monthly payroll activities   1. Overtime   2. Subsistence Claims   3. Travel Claims   4. Leave Administration   5. Onboarding and Terminations.   6. Administration of EES   **Training**   * Act as the company’s skills development facilitator. * Conduct induction and/orientation of all employees within MDDA * Assist on training needs assessment programmes * Record in-house training programmes * Assist with out-sourced training programmes for small media service providers   **Special Projects**   * Assist with the implementation of human resource management special projects | |
| **PLANNING AND DEVELOPMENT**  Keep up to date with latest human resource management trends | |
| **HUMAN RELATIONS**  Team-player – colleague interrelations  Good interpersonal skills  Motivator- maintain good relationship with colleagues so that they achieve results | |
| **CUSTOMER RELATIONS**  **Internal** – All staff | **External** –All visitors, Service providers/vendors, small media service providers |
| **CONTINUOUS PROFESSIONAL DEVELOPMENT AND UPGRADE**  Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies to keep up to date with the latest human resource trends | |
| **QUALIFICATIONS AND EXPERIENCE**  University Degree or Diploma in Human Resource Manager  Minimum of (4 years) relevant Human Resources Experience | |
| **Leadership Competencies**  Developing Others  **Behavioral Competencies**  Organisational Awareness; Relationship Building; Analytical Thinking; Achievement Orientation; Team Work  **Technical Competencies**  Legislation Policies, Procedures and Standards; Human Resources Management; Records and Information Management; Enforcement; Business Perspective; Project Management | |
| **SPECIAL REQUIREMENTS**  Ability to coordinate and organize the training programs  Abreast with human resource management trends  Business acumen | |

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| **Reviewed By:** |  | **Date:** |
| **Approved By:** |  | **Date:** |
| **Last Updated By:** |  | **Date:** |