



sonedi

South African National Energy
Development Institute

ENERGY INNOVATION FOR LIFE

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POSITION : **HR Practitioner**
DIVISION : Human Resources
LOCATION : Sandton, Johannesburg
GRADE : **P10**

Requirements:

- Degree or Diploma in HR;
- Payroll experience essential.
- Candidates with good writing skills and business skills would be preferred;
- 3 years' experience in HR/ Payroll;
- Contract for 1 year.

Performance Areas:

The responsibilities of the HR Practitioner include:

- Coordinate special programmes such as Employee Wellness Programme (EWP)
- Drive performance outcomes and compliance
- Review, and implement HR policies and procedures
- Facilitate organisational transformation and change management initiatives
- Compile organisational performance management spreadsheet to HR manager
- Facilitate recruitment and selection, and induction and on-boarding processes within the company
- Providing HR support to the departments
- Ensure proper maintenance of employee records relating to disciplinary records, contracts, remuneration, allowances, and leave, training and performance appraisals.
- Capture HR information and data into the relevant systems and assure the integrity of the data.
- Prepare and process HR monthly reports.
- Oversee the accurate monthly completion and submitting of payroll information.
- Coordinate performance appraisal process (including the PDP's).

- Coordinate recruitment activities including: Advertising; distributing recruiting material; processing applications and interviewing candidates; arrange selection tests; preparing

reports and process the offers of employment; formulate the appointment letters and compiling and preparing information for monthly announcements.

- Participate in consultations and meetings with organised labour and staff meetings.
- Coordinate company compliance submissions e.g. EWSeta, EE plans and reports, etc.
- Generate reports for payments e.g. PAYE returns and other third parties.
- Keep abreast with company policies and tax legislations that impact on remuneration.
- Communicate payroll changes to the HR Manager and Chief Financial Officer and on time
- Prepare month-end journals and reporting integrating to the financial system. (including preparation/distribution of detailed reports, e.g. expense claims, overtime, leave balances, head count, and month end reports)
- Responsible for the preparation and processing of the monthly payroll for all employees on the Symplexity payroll system (This includes the entire cycle of payroll processing from capturing of new employees, leave, terminations)

The closing date for this position is: **20 March 2019.**

Please submit a detailed CV to email: recruitment@sanedi.org.za