



Applications are invited to apply for this full-time fixed-term **HR Administrative Assistant (Maternity-Relief)** position:

JOB PROFILE

START DATE: 1 May 2025 or earlier
DEPARTMENT: Human Resources
REPORTS TO: HR Manager
CLOSING DATE: 31 March 2025

<p>Organisational Description</p>	<p>The Oprah Winfrey Leadership Academy for Girls (The Academy) is a world-class educational platform for girls that is aimed at nurturing a new generation of dynamic women leaders. This residential boarding school is situated in Meyerton, Gauteng Province, with just over 300 students enrolled in Grades 8 -12. Grade 12. Students write the Independent Examination Board (I.E.B.) NSC Examination.</p> <p>Applications are invited from suitably qualified candidates. Applications must be accompanied by a cover letter, CV with names of three contactable references, a copy of the highest qualification/s, and a copy of identity. Interested candidates must register their profile at www.pnet.co.za to submit their application. Further information about the Academy can be found on its website (www.owlag.co.za).</p> <p>Regrettably, emailed, faxed, and hand-delivered applications will not be considered. Only applications submitted through the PNet portal will be considered. Only suitably qualified applications will be considered. Should you not hear from us by 15 April 2025, please consider your application unsuccessful. The Academy reserves the right not to fill this position.</p> <p><i>The Academy's boarding facilities are exclusively designed for learners. Regrettably, the Academy does not provide permanent accommodation to its employees.</i></p> <p><i>The Academy is an equal opportunity affirmative action employer. The employment decision shall be informed by the Academy's Employment Equity Plan. It is the Academy's intention to promote equity (race, gender, and disability) through the filling of this position with a candidate whose promotion or appointment will promote representation in line with the numerical targets as contained in our Employment Equity Plan.</i></p> <p><i>The Academy, in line with the Protection of Personal Information Act (POPIA), will attempt to ensure that the confidentiality of all applicants for this</i></p>
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	<p><i>role is protected. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection, and reporting process. By submitting your application, you are recognising and accepting this disclaimer.</i></p>
<p>Minimum Requirements and Experience</p>	<p>Academic and</p> <ul style="list-style-type: none"> ● Grade 12; ● A Diploma (NQF 6) in Human Resource Management or an equivalent qualification; ● A minimum of 3 years relevant experience in a Human Resources administration role; ● Knowledge of HR policies, systems, and procedures; ● Knowledge of South African labour and employment laws such as the BCEA, LRA, EE, and POPI Acts; ● Knowledge of basic HR principles, practices, and record keeping. <p>Preferred Skills and Experience:</p> <ul style="list-style-type: none"> ● A degree in Human Resources or an equivalent qualification; ● Previous experience in a similar role in a school environment. ● Knowledge and experience of SAGE 300 People or an equivalent system, and any other e-recruitment.
<p>Key Responsibilities</p>	<ul style="list-style-type: none"> ● Assist in the implementation of HR policies and projects. ● Provide administrative support in the managing of HR documentation, filing, and data processing to ensure compliance with regulations. ● Assist with the administration of employee contracts, job descriptions, and recruitment processes. ● Support payroll administration, ensuring adherence to deadlines. ● Maintain and update employee records on HR systems (e.g., SAGE 300, HR Shared Drive). ● Liaise with service providers for employee benefits, including healthcare and retirement funds. ● Provide administrative support to the HR Manager. ● Perform any other HR-related tasks as required.
<p>Knowledge, Skills, and Attitude</p>	<ul style="list-style-type: none"> ● Excellent client service skills; ● Excellent verbal, written, and presentation skills; ● Ability to build long-lasting relationships and partnerships with stakeholders inside and outside the Academy; ● Willingness to continuously learn and keep up to date with new trends; ● Commitment to service delivery excellence through the facilitation of efficient and effective HR Advisory service delivery; ● Excellent project management skills; ● Excellent diary management skills; ● Team player with strong interpersonal skills and commitment to serve; ● Excellent attention to quality, accuracy, and thoroughness; ● Ability to maintain calm under pressure and listen to the views of others; ● Ability to be flexible, yet assertive in maintaining the Academy's standards and protocols; ● Reliable, conscientious, organized, and professional; ● Strong communication skills and a bias toward collaboration; ● Ability to work independently, take proactive decisions within the scope of decision-making, and multi-tasking; ● Ability to work under pressure and tight deadlines;

	<ul style="list-style-type: none">● Advanced computer literacy skills;● Ability to multitask and manage a variety of priorities;● Strong organizational and coordination skills;● Knowledge of benefit administration and partnering with external service providers;● Ability to develop and maintain high work standards and protect the credibility of the department;● Knowledge of the Academy's Values and exemplifies behaviours of Respect, Honour, Service Excellence, Compassion, Responsibility, and Accountability.
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