

INTERNAL VACANCY

REF NO. : HUMAN RESOURCES ADMINISTRATOR
DIVISION : HUMAN RESOURCES – KZN GUARDING
POSITION : HUMAN RESOURCES ADMINISTRATOR
CLOSING DATE : 03 JULY 2025

An Internal Vacancy exists for a **Human Resources Administrator** in the **Guarding Division** based in **Durban Office**.

The suitable candidate's main responsibilities and duties include, but are not limited to, the following:

- ✚ Manage and complete general HR projects by defining objectives, setting timelines, and monitoring progress.
- ✚ Assist with onboarding of new employees and capturing information on SAGE300 Payroll System.
- ✚ Facilitate and process all HR-related documentation, including:
 - New appointments
 - Terminations
 - Death claims
 - Disability claims
 - Injury on Duty (IOD) cases
- ✚ Complete and guide branches on UI19 forms and salary schedules for terminated staff.
- ✚ Assist and support branches during Department of Labour inspections and ensure compliance.
- ✚ Coordinate documentation and ensure compliance with PSIRA, Compensation Commissioner, and Department of Labour requirements.
- ✚ Apply sound knowledge of HR best practices, including:
 - BBBEE
 - Employment Equity
 - Skills Development
 - Performance Management
- ✚ Perform ad hoc HR duties as required by management.

Preferred qualifications/attributes/skills:

- ✚ Grade 12 or equivalent qualification.
- ✚ HR Degree or equivalent tertiary qualification (essential).
- ✚ Previous experience in an HR role will be an advantage.
- ✚ Good working knowledge of MS Office, especially Excel (Level 3 – Advanced), Word, PowerPoint, and Outlook.
- ✚ Excellent written and verbal communication skills.
- ✚ Bilingual (English and at least one other South African language).
- ✚ Strong time management, independence, and teamwork skills.
- ✚ Assertive with the ability to follow up and gather required information.
- ✚ A clean disciplinary, criminal, and credit record is essential.

Interested candidates to E-mail CV and Internal Application Form to: Internalcv@proteacoin.co.za

Employment consideration will be in accordance with the Employment Equity Act requirements

Should you not hear from us within 14 days after closing date, your application should be considered unsuccessful

CEO: C Diavastos
MM Selepe A Myatt HBN Yiga NR Msimangi TC Nyembe