



a world class African city

City of Joburg Property Company SOC Ltd.

3rd Floor
Forum 1
Braam Park
33 Hoofd Street
Braamfontein
2017

PO Box 31565
Braamfontein
2017

Tel +27(0) 10 219 9000
Fax +27(0) 10 219 9400

www.jhbproperty.co.za

INTERNAL AND EXTERNAL ADVERT	
Vacancy :	HR Assistant x3
Business Unit	Human Capital Management
Reporting To :	Manager: Transections and Operations
Ref:	HCM/01/2024
Basic salary is R31 886.00 (excluding benefits)	

Purpose:

The purpose of the job is to co-ordinates specific Human Resources administrative and attends to the general applications and interventions associated with the functionality in order to ensure adequate guidance and support is made available to employees with respect to comprehending and understanding organizational and legislative procedures related to their employment, benefits and development.

Appointment requirement:

- Grad Grade 12 certificate
- Diploma in HR/B Degree in Social Sciences
- 1-3 years' experience of Human Resource Management Administration

Role and Responsibilities

- Maintains complete electronic employee personnel files, records, and other documentation for employees, including processing new employees, forms for employment status changes, and maintaining timely and accurate files.
- Statistics on Staff exits, verification of Payroll on active staff, staff complement and reduction of staff who are no longer within the service, and transfers of staff to the regions or other departments

Payroll Administration

- Evaluate and implement payroll/HRIS systems upgrades and changes



Non-Executive Directors: Simon Motha (Chairperson)
Bettycourt Teffo | Ellen Rakodi | Fulufhelo Ratshikhopha | Londiwe Mthembu |
Mxolisi Zondo | Ntombikayise Tini | Sabelo Mtolo |
Tshepang Thatelo

Executive Directors: Helen Botes (Chief Executive Officer)

Company Secretary: Gontse Dlamini
City of Joburg Property Company SOC Ltd.
Registration Number: 2000/017147/07



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- Coordinate the processing of staff service terminations by ensuring that all staff leaving the Organization have their Clearance Forms signed off by the Head of Department.
- Administer all employee benefit programs including enrolments and terminations
- Coordinates and conducts the new employee on boarding process and presents benefits

Knowledge and Attributes

SAP Knowledge

Interpersonal Skills

Written and Verbal Communication Skills

Interpersonal Skills

Basic HR Knowledge

Note:

- JPC is an Employment Equity Employer; therefore, an appointment will be made in accordance with the company's employment Equity Policy and Plan.
- Submit a detailed, relevant CV including copies of qualifications via e-mail to JOBS@jhbproperty.co.za
- Quoting the relevant reference and job title.
- Applicants must note that further verifications like qualifications and criminal checks will be conducted once they have been shortlisted and that their appointment will be subject to positive outcomes on these checks.

Should you have any queries kindly contact **Amukelani Maluleke on 066 282 0725**

If you do not hear from us within 6 weeks after the closing date, you may consider your application as unsuccessful.

Closing Date: 02 February 2024



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