



uMgungundlovu Economic Development Agency, the entity of uMgungundlovu District hereby invites applications from committed and innovative individuals for the following vacancy.

VACANCY – HUMAN RESOURCES ADMINISTRATOR x2
(TASK 6) R174 862.08 P. A (exclusive of benefits)
(REF. UMEDA 09/06/2026)
POSITION REPORTS TO: EXECUTIVE PA / HR

Requirements:

- A Degree or Diploma in Human Resources Management and related field
- Minimum 2 years' experience in an HR administrative role. (Public sector experience will be an advantage)
- Knowledge of HR policies, procedures and public sector regulations
- Computer Literacy (MS Word, Excel, PowerPoint, Microsoft and HR system).
- Strong organisational skills with the ability to multitask and prioritize tasks effectively.
- Excellent written and verbal communication skills
- Ability to work both independently and collaboratively in a team environment
- High level of integrity and the ability to maintain confidentiality
- Attention to detail and accuracy
- Ability to work in a regulatory and compliance driven environment

Job Summary:

The role of a HR Administrator is to render efficient and effective human resources administrative services within the Entity. The incumbent will ensure compliance with applicable legislation, governance frameworks, and organisational policies. The role also supports key HR functions, including recruitment and selection, leave management, records management, and training and development coordination.

Key Responsibilities

HR Administration & Records Management

- Maintain accurate and compliant employee records in line with audit requirements.
- Administer employee files, contracts and HR documentation
- Capture and update HR information systems
- Ensure proper document control and record keeping in line with governance standards

Recruitment and Selection

- Provide administrative support for recruitment processes
- Coordinate job advertisements, interview logistics, and candidate communication
- Assist with onboarding and induction programmes
- Prepare employment documentation.

Leave Management

- Administer employee leave in line with organisational policies and the Basic Conditions of Employment Act
- Capture and maintain accurate leave records on the HR system

- Monitor leave balances and report on trends (e.g., excessive leave, leave liability)
- Provide guidance to employees and management on leave provisions
- Ensure proper approval processes are followed and documented
- Support audit requirements relating to leave management

Training, Development and Bursary Administration

- Maintain training records and update employee development databases
- Administer internal bursary applications, including capturing, processing, and monitoring employee participation
- Liaise with employees and service providers regarding training arrangements and documentation
- Provide administrative support for training-related reporting and governance requirements

Skills Development and SETA Coordination

- Prepare, implement, and monitor the Workplace Skills Plan (WSP) in line with the Skills Development Act
- Compile and submit the Annual Training Report (ATR) within prescribed timeframes
- Liaise with and attend meetings with relevant SETAs on skills development matters
- Ensure compliance with SETA requirements and reporting.
- Maintain accurate skills development records and supporting documentation for audit purposes
- Support implementation of learnerships, internships, and other skills development initiatives
- Assist with training needs analysis in collaboration with line management and HR

Compliance, Governance and Reporting

- Ensure HR practices comply with applicable legislation and municipal policies, including:
 - Labour Relations Act
 - Employment Equity Act
- Assist with internal and external audits (including Auditor-General requirements)
- Compile HR reports for management and governance structures
- Support implementation and monitoring of Employment Equity Plans

HR Governance and Policy Administration

- Provide administrative support for governance processes, including minute-taking and record keeping for Board and Board Committee meetings
- Maintain proper filing and document control of governance records in line with audit requirements
- Assist with the development, administration, and control of HR policies, including version control and updates
- Maintain a policy register and track policy review cycles to ensure ongoing compliance

Occupational Health and Safety (OHS)

- Provide administrative support on Occupational Health and Safety matters in line with the Occupational Health and Safety Act
- Coordinate OHS committee meetings, including scheduling, agendas, and minute-taking
- Maintain OHS records, registers, and compliance documentation
- Track and follow up on OHS corrective actions and incident reports
- Support monitoring of workplace safety compliance requirements within the Entity

Unemployment Insurance Fund (UIF) Administration

- Administer UIF documentation and submissions in line with the Unemployment Insurance Act
- Ensure accurate capture and submission of employee UIF records

- Assist employees with UIF-related queries and documentation requirements
- Maintain UIF registers and supporting documentation for audit purposes

Employee Assistance Programme

- Support the implementation and coordination of the Employee Assistance Programme (EAP)
- Maintain confidential EAP records and ensure secure handling of sensitive information
- Facilitate employee referrals and access to EAP services
- Assist with awareness initiatives to promote employee wellness
- Compile basic, confidential reports on EAP utilisation

COMPETENCIES, KNOWLEDGE, AND SKILLS

1. knowledge in human resources management and public administration.
2. Strong organizational and time management skills
3. Competent in Microsoft Office suite and digital tools
4. Good Verbal and written communication skills
5. Good planning and organising skills
6. Confidentiality and ethical conduct
7. Ability to work under pressure and meet deadlines

UMEDA is committed to the provisions of the Employment Equity Act No.: 55 of 1998 and reserves the right not to make any appointment. Any appointment that promotes representation in all categories and levels within the workforce will gain preference.

An Employment Application Form is available on the uMgungundlovu Economic Development Agency (UMEDA) website. All applicants are required to download, complete, and attach this form along with their CV when applying for the vacancy.

Please note that the relevant department for this position is the Office Of The CEO.

No Faxed or emailed applications will be accepted. If you don't hear from us within 21 working days after the closing date, regard your application as unsuccessful.

Closing Date: Extended to 10 July 2026

Submit application and CV's together with certified copies of qualifications, driver's license and ID to Sharné Rothwell hand delivered to UMEDA Show Grounds, Chief Albert Luthuli St, Town Hill, Pietermaritzburg, Enquiries directed to Sharné Rothwell, Tel: +27 (0)33 342 3396 or Email: career@umeda.co.za


Mr. Michael Newton – Chief Executive Officer