

# Where the World meets Africa



Durban ICC SOC (LTD) is the managing company for the Inkosi Albert Luthuli ICC Complex, which includes the International Convention Centre Durban (ICC), the ICC Exhibition Centre and the ICC Arena. The Durban ICC is one of the most advanced conference facilities in the world, having been voted Africa's Leading Conference Centre by World Travel Awards 17 times.

## HUMAN RESOURCES ADMINISTRATOR (TG07)

Internal / External

READVERTISEMENT

TCTC PER ANNUM MIN R171 600.00 MAX R185 939.00



AFRICA'S LEADING MEETINGS  
AND CONFERENCE CENTRE - AS VOTED  
BY THE WORLD TRAVEL AWARDS

The Durban ICC is calling for suitable candidates to apply for the position of Human Resources Administrator. The suitable candidate will provide an effective and efficient Human Resources support to the Durban ICC HR team.

### QUALIFICATIONS, EXPERIENCE & COMPETENCIES

- Diploma in Human Resources
- Qualification in Administration will be an added advantage
- Matric
- 2-3 years' experience in the HR environment
- Computer literate- Microsoft word, Excel and Power Point are essential
- Sound knowledge and application of the functions and processes of HR
- Recruitment and Selection experience essential
- HR administration experience
- Remuneration administration experience
- Training coordination experience
- Ability to function in different HR projects
- Knowledge of Premier HR and Premier payroll – SAGE VIP or similar
- Must be fluent in IsiZulu

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### AFRICA'S LEADING CONVENTION CENTRE

Durban International Convention Centre  
Y.G. Mashinini (Chairperson) B.C. Dumiso, N. Langa, L. Ngcobo, S. L. Ntuli, I.E. Rakharebe, M.A. Rambally  
Durban ICC (Pty) Ltd • Reg. No. 1992/015637/01



### Attributes

- Ability to ensure that confidentiality is adhered to at all times
- Excellent communication skills
- Proficiency in Microsoft office and excel
- Attention to detail
- Good interpersonal skills
- Team player
- Excellent Time Management

### **KEY PERFORMANCE / MAIN ACTIVITIES OF THIS ROLE**

- Assist and advise on conditions of employment queries
- Maintenance of the company's staff records
- Assist in payroll administration
- Perform all HR administrative duties that support the department
- Leave administration
- Filing of documents in personnel files
- Coordinates recruitment and selection process
- Coordinates training programmes
- Signing - on of new employees
- Compilation of various HR reports
- Assists in all HR related queries and HR projects
- Raise purchase requisitions on JD Edwards system.

### APPLICATIONS

Applications must reach the Human Resources Department, via e-mail: [recruitment@icc.co.za](mailto:recruitment@icc.co.za)  
Persons with disabilities are encouraged to apply.

Closing date for the CV submissions is **15 SEPTEMBER 2019**.

Applicants who do not meet the minimum requirements will automatically be disqualified from consideration

Applicants who have not been contacted 30 days after the closing date should consider themselves unsuccessful

  
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ACTING HR DIRECTOR

  
\_\_\_\_\_  
DATE