

POSITION AVAILABLE

HUMAN RESOURCE AND OPERATIONS SUPPORT ADMINISTRATOR

CONTRACT TYPE: PERMANENT

LEVEL: JUNIOR

REMUNERATION RANGE COMMENSURATE WITH EXPERIENCE

THE OPPORTUNITY

We are currently seeking a dedicated and proactive HR and Operations Support Administrator who will be responsible for providing administrative support and coordinating school and School Operating Partner events across our collaboration schools. Your role will involve assisting with general HR administration, recruitment administration, and operations administrative support as part of our Enabling Environment Team in our Education Programme. It's important to conduct yourself in a confident and professional manner, manage and prioritize your time and tasks effectively, and take initiative. We are looking for a self-starter who is committed to self-improvement and development.

If you are passionate about making a difference in the lives of children and improving the quality of education in South Africa, and if you have the relevant experience and a passion for justice, then this opportunity may be the perfect fit for you.

YOU'LL THRIVE IN THIS ROLE IF...

You are detail-oriented, proactive, and able to manage your time effectively. Handling confidential information with discretion and integrity, you possess strong interpersonal skills to build relationships at all levels. You can work independently and as part of a team, adapting to varying operational needs. Proficiency in Microsoft Office and strong administrative skills are essential, as is effective communication both in writing and verbally. A foundational understanding of HR processes and legislation, along with the ability to multi-task and remain flexible, will support your commitment to diligently handling HR and operational functions.

KEY RESPONSIBILITIES

The successful individual will be responsible for the following duties, which are not limited to:

- Human Resources and General Administration
 - Providing clerical and administrative support to the collaboration schools' HR office.
 - Assisting with day-to-day operations of the HR functions and duties across all schools.
 - Compiling and updating employee records (hard and soft copies).
 - Assisting with any ad hoc duties (including office administration) as required by the HR officer.
 - Ensuring all new employee documentation - maintain employee files and all relevant HR documentation.
 - Ensure the relevant HR database is up to date, accurate, and complies with legislation.
 - Prepare, organise, and maintain HR records - maintain the accurate record-keeping system.
 - Take minutes at specified meetings.
 - Print minutes for meetings.
 - Participate in HR projects.
- Recruitment and Selection
 - Printing CVs as per the SGB requirements.

REASONS TO WORK AT COMMON GOOD:

Common Good is Cape Town based not-for-profit, working from beautiful premises in Observatory. We are a Christian faith-based organisation responding to social justice issues in three key areas: Early Life, Education and Employment. We have a 10-year track record in development and an annual budget of +R20 million.

We are a diverse team, united by our desire to bring hope, opportunity and dignity to marginalised members of our society. The senior management team is made up of passionate thought leaders with experience in the development sector and corporate world. They bring a well-balanced approach to strategic decision making and operations.

You would work with multi-disciplinary professionals who are committed to excellence and innovation. You will have the opportunity to be a change-maker, contributing to building a stronger society and brighter futures for thousands of men, women and children across our nation.

Watch an introductory video:

<https://www.youtube.com/watch?v=GJCth0XbLJ8&t=32s>

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- Setting up interview appointments and coordinating logistics.
- Prepping interview packs.
- Updating and filing of interview guides.
- When successful candidates have been identified, arrange criminal checks and reference checks.
- Preparing induction packs.
- Operations Administration Support
 - Support with post-school applications for matriculants.
 - Data capturing support with Markbook.
 - Curriculum and Assessment printing and data capturing
 - General Operations Support

MINIMUM REQUIREMENTS

- 1 year experience in a similar role.
- Familiar with various HR processes.
- Familiar with hr-related legislation and compliance requirements
- Studying towards a bachelor's degree in human resources, business administration, or a related field (or an equivalent combination of education and experience).
- Proficient in Microsoft Office 365
- Willingness to contribute to the values and ethos of Common Good is essential.
- **NB!** Your own transport is essential, as you will need to travel between locations.

COMPETENCIES AND ABILITIES

- Strong attention to detail and accuracy
- Is a proactive self-starter able to set their priorities.
- Able to handle confidential information with discretion.
- Able to work independently and in a team.
- Has a high work ethic with high levels of integrity.
- Strong interpersonal skills and ability to build relationships with employees at all levels.
- Able to effectively multi-task.
- Able to adapt and remain flexible with operational requirements.

SKILLS AND KNOWLEDGE

- Effective written and verbal communication skills.
- Able to set own timelines for completion of tasks.
- Proficient in Microsoft Office Applications.
- Administration Skills.
- Strong problem-solving and decision-making skills.

APPLICATIONS

To apply, please send a motivational cover letter, your CV and two recent work references, along with the "consent by job applicant" form by the **Friday, 5 July 2024**

To: hr@commongood.org.za

REF: Indicate the job title in the subject line.

NOTE: An application will not in itself entitle the applicant to an interview or appointment. Applicants who fail to meet the minimum requirements will be automatically disqualified from consideration. Applicants who do not receive a reply within one month of submission should deem their application to have been unsuccessful. We reserve the right not to fill the position.



CONSENT BY JOB APPLICANT

APPLICANT FULL NAME AND SURNAME:

("Candidate")

This consent is provided by the Candidate in consideration of the obligations imposed by the *Protection of Personal Information Act, 2013* (POPIA). The Candidate acknowledges that he or she is free to refuse this consent. However, as a result of his or her refusal, the Candidate's application for the relevant vacancy will not be considered any further. The Candidate consents as follows:

Protection of Personal Information

1. The Candidate hereby consents to the collection, processing, and further processing of his or her personal information and/or special personal information, as defined by POPIA by Common Good Foundation ("Common Good") for the purposes of consideration of the Candidate in the recruitment process for which he or she has applied, and all further legitimate organisational purposes related thereto.
2. The Candidate hereby further consents to the collection, processing, and further processing of his or her personal information and/or special personal information, as defined by POPIA by a supplier of Common Good where external recruitment specialists, verification agencies, and/or human resource consultants are utilised, and all further legitimate organisational purposes related thereto. The Candidate consents to Common Good sharing his or her personal information and/or special personal information with such a supplier, alternatively, Common Good is permitted to instruct the Candidate to share personal information and/or special personal information with such a supplier directly and to deal with them directly.
3. Processing may include the collection, receipt, recording, organization, collation, storage, updating or modification, retrieval, alteration, consultation, use; dissemination by means of transmission, distribution or making available in any other form; or merging, linking, as well as restriction, degradation, erasure, or destruction of information.
4. The Candidate undertakes to make available to Common Good all necessary personal information required for the purpose of considering and vetting the Candidate for the particular vacancy in question and to ensure that this information is updated as necessary. Further to this, the Candidate consents to provide Common Good or a supplier (as per above) with any personal information and/or special personal information for the purposes of the recruitment process and its related steps.
5. The Candidate consents to the collection of personal information and/or special personal information from another source other than the Candidate where this is necessary for the purpose described above.
6. For the purposes of this consent, "special personal information" is defined as religious or philosophical beliefs, race or ethnic origin, trade union membership, political persuasion, health and medical records, any biometric information of the Candidate; and may include criminal behaviour or records of the Candidate to the extent such data relates to the alleged commission of the Candidate of an offence or any proceedings in respect of any offence allegedly committed by the Candidate or the disposal of such proceedings.
7. Common Good undertakes that it will only process special personal information where it is necessary for a reasonable and legitimate purpose relating to the Candidate's recruitment, the processing/consideration thereof, or an objectively legitimate and related organisational purpose. It is on this basis that the Candidate consents to provide Common Good or one of Common Good's suppliers with special personal information when requested.
8. The Candidate consents to Common Good's retention of his or her personal information and/or special personal information beyond the completion of the recruitment process, as far as is permitted or required by law. Should the Candidate be successful, the personal information and/or special personal information will necessarily be retained for the duration of the Candidate's employment and the Candidate will be provided with separate documentation to deal with POPIA for the employment relationship. Should the Candidate be unsuccessful in the recruitment process, following the completion of the process, Common Good will destroy, delete or de-identify such information as soon as reasonably practicable after it is no longer authorised to retain the information or after the information is no longer needed for the purpose for which it was collected.

SIGNED by Candidate:

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(signature above)

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Date