

POSITION AVAILABLE

ADMINISTRATIVE ASSISTANT (HR)

CONTRACT TYPE: PERMANENT, 40 HOURS PER WEEK

REMUNERATION RANGE COMMENSURATE WITH EXPERIENCE

THE OPPORTUNITY

For the last four years Common Good has had the privilege of being a pioneering school operating partner (SOP), mandated by the WCED to partner and strengthen a growing network of non-fee paying collaboration schools (now legislated as such) with the goal to improve learner outcomes and close the inequality gap between high performing resourced and no-fee public schools.

We are looking for a diligent, proactive HR Admin Assistant who will provide administration support to the SOP HR Manager as well as assist with planning and coordinating school and SOP events across our collaboration schools. Your role will entail assisting with all general HR administration, recruitment administration, and event planning and coordination. In addition to having the ability to conduct yourself in a confident and professional manner, you will be able to manage and prioritise your time and tasks effectively and be able to take initiative.

YOU'LL THRIVE IN THIS ROLE IF...

You are passionate about making a difference in the lives of children by improving the quality of education in South Africa, have the relevant experience and the desire to serve with an organisation that loves our City and are passionate about social justice. You are driven to collaborate and partner respectfully with other key change agents and influencers in driving school level change. You are highly proactive with strong self-leadership, a pioneering and resilient spirit that is open to working within challenging contexts.

KEY RESPONSIBILITIES

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

HR Administration

- Providing clerical and administrative support to the Collaboration Schools' HR Manager;
- 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 manager and Operations team;
- Managing 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 accurate record-keeping system;
- Update and maintain job descriptions and organograms as necessary;
- Assist in the coordination of staff inductions and interactions with new staff members on completion of work plan and prepare probation letters for signoff;
- Print minutes for meetings;
- Participate in HR Projects.

Recruitment and Selection

- Update and maintain job descriptions and organograms as necessary;
- Posting of all job adverts on relevant job portals;
- Keeping track of all application stats and issue relevant correspondence;
- Printing resumes as per the WCED requirements;
- Setting up interview appointments and managing logistics;
- Updating and filing of interview guides;
- When successful candidates have been identified, arrange criminal checks and references.

Event Planning

- Planning and coordination of school and SOP based events;
- Organisation of catering, logistics and supplies needed for an event;
- Coordination of volunteer events- mobilising volunteers to work on projects and events that will benefit our network of schools.

MINIMUM REQUIREMENTS

- Completed Grade 12 Certificate
- Certificate/Diploma in Human Resource Management or Administration (Advantageous)
- 1 - 2 years' experience of working in a similar capacity within an HR administration function
- Proven HR administration and organisation skills
- Willingness to contribute to the values and ethos of Common Good is essential.

COMPETENCIES AND ABILITIES

- Highly proactive with good self-leadership
- Advanced problem-solving and decision-making skills
- A pioneering and resilient spirit that is open to working with various personalities within potentially challenging school contexts
- Competent and skilled communicator with high levels of emotional intelligence
- Approachable and trustworthy
- Excellent interpersonal skills & the ability to develop positive working relationships with individuals & teams
- Mature and responsible attitude towards work with the ability to take ownership of outcomes
- Highly adaptable to the ever-changing education landscape
- Excellent attention to detail
- Excellent time management

SKILLS AND KNOWLEDGE

- A good working knowledge of HR policies and practices essential
- Working knowledge of recruitment and selection principles essential
- Good organisational and time management skills, with the ability to prioritise and balance competing workloads effectively
- An ability to work on own initiative with little supervision and make decisions relating to HR matters where required
- Efficiency, accuracy, attention to detail, sense of urgency
- The ability to always work with discretion and confidentially
- Strong and effective communication skills, both written and verbal

REASONS TO WORK AT COMMON GOOD:

Common Good is a 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://bit.ly/2WKdFOS>

STAKEHOLDERS



NKULULEKO MADONKO

CEO | [LinkedIn Profile](#)

APPLICATIONS

To apply, please send a motivational cover letter, your CV and two recent work references to careers@commongood.org.za by **02**

December 2020

REF: Indicate the position 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.

www.commongood.org.za

info@commongood.org.za
+27 (0)21 201 1493
PO Box 36313, Glosderry, 7702
21 Nelson Road, Observatory, Cape Town