

**JOB ADVERTISEMENT
INTERNAL & EXTERNAL**

Job Title	Human Resource Assistant Salary R19 005,65 ctc per month (Global Grade 07) REF No: HRA 11/2025
About the Role Key Performance Measures	Purpose Provide administrative and first line HR advisory support to ensure effective service delivery of the HR function Recruitment • Execute recruitment and selection activities through: - Effective and efficient recruitment practices within the budget. - Timeous and efficient compiling of documentation – letters of appointment, service records, letter of discharge, etc. • Execute yes4youth internship programme recruitment. Performance management • Ensure performance agreements are submitted and deadlines are adhered to. • Effective recordkeeping of performance appraisal documentation. Administration • Effective administration of: - Resignations - Exit interviews - Promotions • Providing day to day administrative support and assistance of HR processes. • Develop effective relationship with stakeholders. • Assist HR manager with WSP, preparing for HR audit, HR reports and CathSETA grant applications. • Assist with Payroll queries.
	Reporting and Feedback • Prepare HR quarterly reports for the CEO, Council sub-committees, and HR annual reports. • Timely preparation and submission of statutory reporting – WSP & ATR & EE Reporting. • Assist with internal and external audit. HR Support services • Assist employees with HR-related queries and requests. • Assist in the development of Human Resources procedures and processes. • Work to improve communication, cooperation, and planning in the Human Resources Office. • Draft Offer letters/Contracts of employment, invitation letters for disciplinary, grievance. Training and development • Assist with scheduling training for identified employees • Coordinate HR projects meetings, staff training, and surveys workshops and take minutes

Desired Experience & Qualification

PREFERRED QUALIFICATIONS, SKILLS, EXPERIENCE

- Qualifications
- National Diploma HR
- Degree preferred

Experience

- Minimum 2-3 years HR experience
- Experience in MS Office Suite (Word, PowerPoint, Excel, Outlook)
- Knowledge of South African laws and HR compliance and regulations
- An understanding of the BCEA, LRA, OHS, EE and POPI Acts

KNOWLEDGE / SKILLS AND ATTRIBUTES

- Planning and Organising
- Developing Others
- Fostering Learning
- Team Leadership

BEHAVIORAL COMPETENCIES / PERFORMANCE DRIVERS

- Achievement Orientation
- Attention to Detail
- Continuous Learning
- Interactive Communication
- Stress Management

TECHNICAL COMPETENCIES / PROFESSIONAL EXPERTISE

- Using Information Technology
- Financial Budgeting Planning and Reporting (Basic)

LEADERSHIP COMPETENCY REQUIREMENT

- Planning and organizing.

INTERNAL COMMUNICATION

- All MTF Staff members

EXTERNAL COMMUNICATION

- Relevant government departments (i.e. department of Labour)
- Service providers

Interested persons who meet the requirements are invited to send a concise CV, Copy of ID and qualifications to the Human Resources Department via e-mail to vacancies@markettheatre.co.za. Please indicate the reference number for the post. ITC & criminal checks will be conducted and, where applicable, candidates will be subjected to an assessment test.

Should you not hear from us within 30 days after the closing date, consider your application unsuccessful. Correspondence will be limited to shortlisted candidates only.

The Market Theatre Foundation reserves the right not to make any appointment(s) for the above post.

Enquiries may be directed Kennedy Tibana (011) 832 1641

CLOSING DATE: 27 November 2025

