

## AN OPPORTUNITY FOR A hr & payroll administrator

This position has become available at a brand new Day Clinic in Pretoria. The incumbent will be part of the Management Committee and take responsibility for the HR and Payroll administration function. For the right candidate, this is a fantastic opportunity to get involved in the management of the Clinic with input into policy and establishing a culture of high performance and continuous improvement.

This position reports to: Clinic Manager with a dotted line to the Manager: HR.

### Key Performance Areas:

1. HR & Payroll administration
2. Employee Wellness
3. Benefit administration
4. Resourcing & Retention
5. Performance Management
6. Training & Development

### Competencies:

1. Verbal, written communication skills
2. Drive
3. Resilience
4. Influencing
5. Ethical behaviour
6. Excellence orientation
7. Engaging diversity
8. Attention to detail

### Requirements:

1. Formal HR qualification from a reputable Higher Education institution.
2. At least 5 years' experience in a similar position.
3. Experience in the healthcare industry will be a decided advantage.

**Interested, suitably qualified applications, including a comprehensive CV, a cover letter and copies of qualifications can be forwarded to the HR Practitioner at**

**[sheldonette@eyeinstitute.co.za](mailto:sheldonette@eyeinstitute.co.za)**

**Closing date: 16 March 2018**

*Only short-listed candidates will be contacted. If you have not heard from us within 15 days of the closing date, please accept that your application has been unsuccessful. The Pretoria Eye Institute is an equal opportunity Employer.*