



PRETORIA OOGINSTITUUT  
PRETORIA EYE INSTITUTE  
*Africa's 1<sup>st</sup> Private Eye Hospital*

## CAREER OPPORTUNITY: HR OFFICER

This position reports to: HR Practitioner

### Key Performance Areas:

To provide an effective HR and Payroll support, development & implementation service to management and other key stakeholders to ensure compliance to Company Policies and Procedures, legislation and BOPs.

### Key Performance Areas:

1. Resourcing and Retention
2. Training and Development
3. Policy implementation
4. Talent management
5. Employee Relations
6. Employee Wellness
7. Implementation of HR initiatives & systems
8. HR & Payroll admin
9. Benefit administration
10. Employment Equity
11. HR Administration

### Competencies:

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

### Requirements:

1. Formal 3 year HR degree/diploma from a reputable Higher Education institution.
2. At least 2 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: 25 May 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.*