



PRETORIA OOGINSTITUUT
PRETORIA EYE INSTITUTE
Africa's 1st Private Eye Hospital

CAREER OPPORTUNITY: HR PRACTITIONER

This position reports to: Group Operations Manager

Key Performance Areas:

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

Key Performance Areas:

1. Effective Resourcing and Retention
2. Effective Training and Development
3. Effective Succession Planning
4. Sound ER Practices
5. Effective Employee Wellness
6. Effective HR and Payroll Admin
7. Effective Benefit Administration
8. Effective Performance Management

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

Requirements:

1. B.Com/ B.Tech degree in Human Resources Management
2. 5 Years as a HR and Payroll Administrator
3. VIP experience essential
4. Healthcare experience will be an 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

Closing date: 12 December 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.