



## **JOB VACANCY: HUMAN RESOURCES AND OFFICE ADMINISTRATOR**

The South African Veterinary Council (SAVC) is seeking the services of a suitable candidate to employ as Human Resources- and Office Administrator.

### **A. REQUIREMENTS**

1. Relevant tertiary qualification relating to human resource administration.
2. **At least ten years** work experience in the field.
3. Proven experience in drafting of Employment Equity plans.
4. Proven experience in office administration.
5. Attributes required:
  - Attention to detail;
  - Integrity;
  - Procedural awareness;
  - Excellent verbal & written communications skills;
  - Administration skills;
  - Planning;
  - People orientated; and
  - Computer literate.
6. Own reliable vehicle.

### **B. DUTIES**

- HR Policies and Implementation
- Recruitment and Employment Equity
- Staff: Skills Development and Leave
- Office Administration Responsibilities

### **C. APPLICATIONS**

Please apply by submitting your detailed CV, cover letter and recent passport size photo via e-mail to [legaldirector@savc.org.za](mailto:legaldirector@savc.org.za) by 17 February 2017. Only shortlisted applicants will be contacted for written tests and interviews. **Only compliant [refer requirements A. above] applications will be considered. Employment equity will be a consideration.**

## HUMAN RESOURCES AND OFFICE ADMINISTRATOR DUTIES