

Position Title: Human Resources Assistant

Programme/Hub: Human Resources (HR) Hub

Monthly Salary : R20 000 – R 22 000 per month (commensurate with experience)

Location: Salt River, Cape Town - (*Preference will be given to those who reside in Cape Town*)

About SouthSouthNorth

SouthSouthNorth (SSN) supports national and regional responses to climate change through policy and knowledge interventions, partnerships and deep collaboration. We do this by connecting people and information, enhancing capability and mobilising resources to respond innovatively to the challenges and opportunities that climate change presents. Being positioned in the Global South affords SSN a deeper understanding of, and connection to, the climate and development challenges facing the region. We enhance developing countries' access to climate information by brokering climate knowledge through formalised exchanges among various stakeholders. We assist decision-makers in delivering climate compatible development by informing policy formulation and implementation. We bring good governance to the management of donor funds, technical assistance and project management.

Full details of the projects that SSN currently implements are available at www.southsouthnorth.org.

About HR

The HR hub plays a vital role within the organisation, serving as the backbone that supports and nurtures its most valuable asset - its employees. At its core, the HR hub is responsible for overseeing all aspects of the employee lifecycle, from recruitment and onboarding to wellbeing, training and development, and ultimately, offboarding.

Role Summary

The role of a human resources assistant serves as crucial support system to the HR Lead and hub. The HR Assistant will help ensure the smooth and efficient operation of the HR function.

Roles and Responsibilities:

- Organise and maintain personnel records
- Monitor employee contracts
- Update internal databases (e.g. Caspio, drop box, ESS etc)
- Day to day administration – create new employee files,
- Handling basic employee queries
- Assist with recruitment and selection

Requirements and Skills:

- Human Resources or related qualification/certificate
- 3-5 years proven work experience within the same or similar role
- Computer literacy (MS Office, SAGE, any HR systems will be advantageous)
- Knowledge of HR practices and principles.
- Excellent organisational skills, with an ability to prioritise
- Excellent attention to detail and accuracy
- Strong written and verbal communication skills
- Ability to maintain confidentiality and handle sensitive information
- Knowledge of HR practices and principles is a plus.

To apply, please complete the following [Application form](#)

Applications will close at midnight on **1 September 2024** . Shortlisted candidates will be contacted within two to three weeks of the closing date. If you are not contacted within this time period, please consider your application unsuccessful. Unfortunately, we are not able to offer feedback on any application made for this job posting.

SSN is committed to providing equal opportunities and practicing affirmative action employment relating to race, gender and disability.

SSN reserves the right not to make an appointment.