## PERMANENT POSITIONS

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| **Department:** | **Metropolitan Trading Company (MTC)** |
| **Position:** | **Human Resource Assistant Administrator (Permanent)** |
| **Salary Range:** | **Market Related Salary** |
| **Division or Cluster:** | **Management Support** |
| **Reports to:** | **Human Resource Manager** |
| **Workplace**: | **Braampark** |

### BRIEF BACKGROUND OF METROPOLITAN TRADING COMPANY:

Metropolitan Trading Company (MTC) is an entity owned by the City of Joburg Metropolitan Municipality (the City) tasked with operating Johannesburg Broadband Network (JBN).

The aim of the JBN is to ensure the availability of affordable broadband connectivity throughout the City, which will support socio-economic development through accelerated growth, expanded productivity leading to enhanced quality of life for all. JBN is also aimed to lower the City's own operating costs whilst increasing access to telecommunications services for residents in the City. This will stimulate economic development in the City, reduce ICT costs and provide available broadband access to the industry.

The primary objectives of MTC are:
- To increase the competitiveness of existing businesses within the City.
- Increase the usage and penetration of high- speed broadband connectivity.
- Facilitate the growth and development of new and existing Information and Communication Technology (ICT) businesses.
- Improve the marketability of Joburg as an investment destination.
- Increase and accelerate access to the benefits of internet-based communication to achieve digital inclusion.
- Reduce the operating costs to the City and improve service delivery.

MTC is currently embarking on a recruitment process for the purposes of capacitating its resources to enable seamless operations.

### Educational Requirements and Experience
- National Diploma in Business Administration or Equivalent (NQF Level 6)
- One (1) year related experience in a Human Resources environment.
- Planning and Organizing skills
- Negotiation skills and conflict handling skills
- Good interpersonal and communication (Verbal and Written)
- Attention to detail
- Must be able to work under pressure
- People's skills
- Computer literate

## Short Detailed Job Description:

- Co-ordinate recruitment activities, to include posting job openings, preparing formal advertisements and announcements, disseminating recruiting material, processing applications and maintaining log and flow charts, and prepare reports.
- Ensure proper maintenance of personal records of employees on matters such as contract of employment, salaries, leave management, training and development.
- Prepare and process employment and personnel reports and surveys to audit and maintain personnel files on all new staff.
- Ensure that all payroll inputs are done before the first payroll run
- Ensure that Activity report is done for all Departments
- Assist with the Employee Relations queries
- Provide advice and assistance to staff members regarding industrial relations (including discrimination, disciplinary, grievance).
- Coordinate disciplinary hearings in the event of disputes or industrial action.
- Coordinate training facilitation and evaluation, including capturing of evaluating training assessments.
- Assist with the Training needs analysis
- Provide assistance to HR Manager and HR Administrator with scorecard evidence.
- Assist with the co-ordination of mentorship and coaching programmes as directed.
- Support the administration of succession planning initiatives

**For further information relating to Job Description and Specification, interested applicants can contact:**

**Contact Person**:     Viola Nzou
**Tel No**:            (011) 431 1357

**A comprehensive CV, certified copies of your Qualifications and certified ID copy should be emailed to:**

**E-Mail:**         recruitment1@tianaconsulting.co.za

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VACANCY CIRCULAR: **MTC RECRUITMENT 022/2018**