



a world class African city

City of Joburg Property Company SOC Ltd.

3rd Floor
Forum 1
Braam Park
33 Hoofd Street
Braamfontein
2017

PO Box 31565
Braamfontein
2017

Tel +27(0) 10 219 9000
Fax +27(0) 10 219 9400

www.jhbproperty.co.za

HR ASSISTANT SHORT-TERM CONTRACT POSITION (Not exceeding 12 months)

Department: Human Capital Management
Designation: HR Assistant
Reporting to: Manager: Human Capital Management
Reference Number: HRA/03/2025
Remuneration: R33 321 (Basic salary, with no benefits)
Local: Braam Park, 33 Hoofd Street, Braamfontein

Minimum requirements:

- Grade 12, plus
- A relevant 3 year tertiary qualification in Human Resources Management /Business Administration with HR as a Major or related field.
- 2-5 years' relevant experience required.

Primary function:

The HR Assistant provides administrative support to all HR Managers and Practitioners and coordinates all administrative duties across the full HR spectrum. Ensures full compliance to the BCEA, EE, LRA, SDA, OHASA, development, maintenance and implementation of HRM policies.

Key Performance Areas:

- Assisting with the day to day operations of the HR functions and duties.
- identify the HR Plan and Staffing of departments
- Ensure the effective management of Human Resources records and information
- Builds partnerships and positive working relationships with line management
- Analyses client needs and produce reports to meet client requirements;
- Analyses and interprets data and produces reports for incorporation into processes
- Tracks trends and provides insight into HR processes;
- Ensures that clients are provided with accurate and up-to-date information in relation to HR so that their function can be managed effectively;

Recruitment & Selection:

- Displays an in-depth understanding of recruitment & selection processes and the integration of its various components. and has the ability to advise line departments on roles and responsibilities in terms of talent acquisition.
- Provides input in the compilation of a Workforce Plan;

Learning & Development:

- Advises on career planning processes and programs
- Understands the concepts of scarce and critical skills and their implications for the effective functioning of the sections.



Non-Executive Directors: Simon Motha (Chairperson)
Bettycourt Teffo | Fulufhelo Ratshikhopho | Sandy Colloppen | Mxolisi Zondo |
Ntombikayise Tini | Sivuyisiwe Gwebani | Thapelo Mashamaite |
Tshepang Thatelo | Yolisa Ngxabazi | Moeketsi Rabodila |

Executive Directors: Musah Makhunga (Acting Chief Executive Officer)
Imraan Bhamjee (Acting Chief Financial Officer)

Company Secretary: Gontse Dlamini
City of Joburg Property Company SOC Ltd.
Registration Number: 2000/017147/07



a world class African city

City of Joburg Property Company SOC Ltd.

3rd Floor
Forum 1
Braam Park
33 Hoofd Street
Braamfontein
2017

PO Box 31565
Braamfontein
2017

Tel +27(0) 10 219 9000
Fax +27(0) 10 219 9400

www.jhbproperty.co.za

- Analyses employee development needs and consults with line to formulate appropriate interventions.
- Ensures that training and development initiatives are aligned to personal development plans where applicable;

Payroll Administration:

- Maintain employee records in payroll systems
- Coordinate distribution of pay slips each month by keeping distribution register so that each employee receives his/her payslip with confidentiality because of strict control.
- To coordinate the capturing of leave taken, Housing Allowances, Subsidised Education Scheme advances as well as Locomotion Allowances
- To coordinate the recovery of all debts owned by staff in the company
- To coordinate the processing of staff service terminations by ensuring that all staff leaving the Organization have their Clearance Forms signed off by Head of Department before submitting to Transactions Unit

Performance Management:

- Appraises remuneration and benefits applications to ensure compliance with policies
- Displays an understanding of the reward system, policy and / or procedure
- Displays thorough knowledge of the municipality's performance management system
- Able to advise employees on performance management system, policy and procedures.

Employee Relations & Wellness:

- Promotes awareness of the JPC's wellness policy
- Knowledge of labour relations and its legislations;
- Takes positive action to resolve conflict in a way that addresses the issue, dissolve conflict and maintains the relationships
- Handles confidential records appropriately and does not share confidential information;
- Utilizes terminology and format expected of a legally binding document.
- Engage with internal and external stakeholders
- Accurately captures others' expectations, ideas and concerns;

Communication:

- Communicates effectively with colleagues and clients.
- Provide advice to both management and employees relevant HR Service Delivery matters;
- Provides professional guidance with regard to HR policy and procedures.
- Successfully completes projects with time and budget allocations.
- Shares information openly, whilst respecting the principle of confidentiality.
- Shows initiative and confidence in dealing with others;

Core Competencies

- Demonstrates effective oral presentation skills.
- Sound report writing skills;
- Shows strong analytical reasoning;
- Strong attention to detail; and
- Works within a relatively structured environment.
- In-depth knowledge of human resources practices and labour laws



JOBURG
PROPERTY COMPANY

Non-Executive Directors: Simon Motha (Chairperson)
Bettycourt Teffo | Fulufhelo Ratshikhopha | Sandy Collophen | Mxolisi Zondo |
Ntombikayise Tini | Sivuyisiwe Gwebani | Thapelo Mashamaite |
Tshepang Thatelo | Yolisa Ngxabazi | Moeketsi Rabodila |

Executive Directors: Musah Makhunga (Acting Chief Executive Officer)
Imraan Bhamjee (Acting Chief Financial Officer)

Company Secretary: Gontse Dlamini
City of Joburg Property Company SOC Ltd.
Registration Number: 2000/017147/07



a world class African city

City of Joburg Property Company SOC Ltd.

3rd Floor
Forum 1
Braam Park
33 Hoofd Street
Braamfontein
2017

PO Box 31565
Braamfontein
2017

Tel +27(0) 10 219 9000
Fax +27(0) 10 219 9400

www.jhbproperty.co.za

- Knowledge of HR software systems.
- Maintain accurate and organized records
- Knowledge of Labour Legislation (Skills Development Act; Employment Equity act and all relevant legislations.
- Computer literacy-MS Office applications

“All suitably qualified candidates are encouraged to apply and will be considered. the City of Johannesburg, Property Company applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities”.

Please take note that only online applications will be considered. Please apply by using the following link below:

https://share-eu1.hsforms.com/1jxHvZJa1TrucfXBGw_K2Owew554

APPLY ONLINE VIA THIS LINK: www.jhbproperty.co.za

ENQUERIES ONLY:

Contact Person: Lindeni Shoba

Tel No: (010) 219-9095

Applicants are informed that, if no notification of appointment / response is received within six (6) weeks of the closing date, they must accept that this application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted.

- Credit record
- CV validation and
- Employment record verification,
- Criminal check, and
- Identity validation.

Publication Date:
Monday, 31 March 2025

**This Vacancy is open to Employees of the
City of Johannesburg and External Candidates**

Closing Date:
Thursday: 4 April 2025



Non-Executive Directors: Simon Motha (Chairperson)
Bettycourt Teffo | Fulufhelo Ratshikhopha | Sandy Colloppen | Mxolisi Zondo |
Ntombikayise Tini | Sivuyisiwe Gwebani | Thapelo Mashamaite |
Tshepang Thatelo | Yolisa Ngxabazi | Moeketsi Rabodila |

Executive Directors: Musah Makhunga (Acting Chief Executive Officer)
Imraan Bhamjee (Acting Chief Financial Officer)

Company Secretary: Gontse Dlamini
City of Joburg Property Company SOC Ltd.
Registration Number: 2000/017147/07