



Internal/External Advertisement

Overview of the entity

The Eastern Cape Rural Development Agency (ECRDA) is a schedule 3C entity in terms of the Public Finance Management Act, 1 of 1999 as amended, with a mandate to promote, support and facilitate rural development in the Eastern Cape province.

Position:	Human Resources Clerk
Task Grade:	7
Reporting line:	Manager Human Resources Services
Location:	East London (head office)
Duration:	Permanent

Main purpose of the position:

To provide efficient and professional general human resources administration duties for the ECRDA.

Minimum requirements:

Educational

- Grade 12 (NQF level 4)
- National Diploma in Human Resources Management (NQF Level 6)

Experience:

- A minimum of 2-3 years' experience in Human Resources and payroll.
- Proficiency in HR and payroll systems (VIP)

KNOWLEDGE COMPETENCY AND ATTRIBUTES

- Strong attention to detail and accuracy
- Understanding of HR legislation mainly BCEA
- Basic understanding of Protection of Personal Information Act
- Time Management
- Moral Competence
- Ability to Communication
- Results and Quality Focus

DUTIES

- Leave monitoring and management
- Leave reconciliation on ESS and VIP
- Record keeping
- Provide payroll support
- Develop, implement, and monitor employee records
- Receive and process HR related invoices
- Booking of travelling and accommodation
- Assist in the publishing of job adverts
- Assist in the scheduling of interviews

GENERAL INFORMATION

The application, which should as minimum contain a covering letter, CV, Employment application form, Certified copy of your Identity document, Qualifications and Driver's license **must** be submitted to recruitment@ecrda.co.za
For more details, please contact Mr L. Mtumtum on 0664724002.

NB:

- Without prejudice, correspondence will be limited to the short-listed candidates.
- Further be informed that if you have not been contacted within a week of the closing date, please accept that your application was unsuccessful.

- ECRDA reserves a right to appoint or not to make an appointment.
- Interviews will be conducted in person, unless stated otherwise.
- Administrative enquiries may be directed via email to mtumtumL2@ecrda.co.za

Date of issue : 24 February 2025

CLOSING DATE: 6 March 2025, before 16h30, late applications will not be accepted.