POSITION ADVERTISEMENT: HUMAN RESOURCES ADMINISTRATOR

This position advert is for Internal and external candidates.

Closing date for applications:14 April 2026.

KTVR seeks to employ a seasoned, ethical and inspiring HR Administrator to lead and support all Human resource functions, ensuring compliance with labour laws, fostering a positive workplace culture and driving talent development organisational excellence across the company.

This role is offered on a project-based VOC contract to support interim transitional requirements

Preference will be given to suitably qualified Applicants who are members of the designated groups in line with the Employment Equity Plan and Targets of KTVR Bus Service.

Candidates interested in applying for this position must submit their CVs', certified copies of their qualifications, together with the covering letter to: **moiponem@ktvr.co.za.**
It is the responsibility of every applicant to ensure that the **KTVR Bus Service** has received the application before the closing date of the advertisement.

Note: if you have not been contacted within 30 days of the closing date of this advertisement, please consider your application unsuccessful.

Any questions regarding the application or recruitment process must be sent in writing to **Ms Moipone Makhanya e-mail: moiponem@ktvr.co.za**

COMPANY PROFILE

KTVR Bus Service is a company established by Ekurhuleni Taxi Industry for the purpose of providing and operating the Bus Rapid Transit (BRT) services which is known as "Harambee"

GENERIC INFORMATION OF THE POSITION	
1. JOB TITLE	Human Resources Administrator
2. REPORTING LINE	Human Resources Manager
3. LOCATION / CENTRE	KTVR Head Office Kempton park
4. SALARY SCALE	CTC R207 306.00 to R259 132.00
5. START DATE	As soon as possible
6. EMPLOYMENT TYPE	Project based

JOB DETAILS

Primary Purpose of Job
• Oversee and manage all core HR administrative functions efficiently and accurately. • Contribute to continuous improvement of HR processes and practices. • Maintain and update employee records and HR systems. • Ensure full compliance with labour laws, company policies and ethical standards. • Support recruitment, onboarding and employee life cycle process.

POSITION REQUIREMENTS	
Qualifications • Matric or Grade12 • 1-2 years' experience in an administration position. • A certificate or diploma in office administration course or secretarial course. • HR certificate/diploma will be an added advantage	**Experience** • A minimum of 3-5 years in an administrative or generalist role • Hands on experience with HR information systems and employee record management. • Experience in supporting performance management and staff development initiatives

KEY PERFORMANCE AREAS AND JOB DESCRIPTION

- Provide general secretarial and admin service as part of the secretarial function to the Executive Head: Human Resources
- Complete work schedule, manage calendars and arrange appointments
- Compute, record and proofread data and other information, such as records or reports
- Preparation and production of documents, correspondence, invoices, forms and checklists,
- Handle telephone and email enquiries and first line queries for the Human Resources department
- File management, including the opening, closing, archiving and retrieval of files in accordance with the appropriate procedures,
- Book HR Department specific meetings, ensuring adequate preparation for meetings, managing room and refreshment bookings and that appropriate notifications are sent out to the relevant attendees.
- Prepare meetings agendas, attend meetings, and record transcribe minutes where requested
- Keep a record of all meeting, ensure boardroom are available and arrange refreshment with hospitality officers' and secretariat
- Maintain and update filing, mailing and database system, either manually or using a computer

- Sort for delivery small packages and mail and arrange with driver/messenger for delivery
- Monitor stationery levels and make submissions for reorder in consultation with HR team members
- Make travel arrangements for HR staff
- Assist with operation and troubleshooting of office computerized equipment, such as photocopiers and scanners, facsimile machines, voice mail system and personal computers and log calls for maintenance in order to arrange fixing of malfunctioning office equipment
- Liaise with IT department for computer assistance as and when necessary
- Uphold KTVR values by demonstrating a friendly and cooperative attitude and maintaining high level of customer care

KNOWLEDGE AND SKILLS

- Good interpersonal skills
- Ability to schedule meetings and conference calls
- Ability to pay attention to detail
- Independent worker and thinker
- Competent at compiling and maintaining office records
- Demonstrated ability to perform word processing tasks including letters, memos, reports, labels, inventory
- Computer savvy: Database, MS Office Suite, Administration Software, Outlook and Internet
- Excellent oral and written communication skills