

VACANCY: EXTERNAL ADVERTISEMENT - PHALABORWA

27 OCTOBER 2025

POSITION:

GRADING:

C/C:

BULLETIN NO. 1719/2025

HR Assistant – Time & Attendance (Position No. 1067)

Level 6

10455000 – Human Resources

PURPOSE OF THE JOB:

To provide an efficient, accurate and on-time processing of HR administration, payroll and time & attendance. To support the Foskor's Human Resources strategy at a departmental level and to provide Human Resources administrative support to the assigned department.

QUALIFICATION: EXPERIENCE AND EXPOSURE REQUIRED:

Minimum Requirements:	Ideal Requirements:
Qualification: - Grade 12 with Maths or Accounting - National Diploma in Human Resource Management/ Financial Management or Accounting - Proven experience in HR administration role - High level of computer literacy. - Advance Excel, Word and PowerPoint (essential) - CRS Payroll certificate (Advantageous)	Qualifications: - Bachelor's degree in Human Resource Management/ Bcom Accounting - Advanced Computer skills
Experience and Skills: - Two years' relevant experience working with Time and Attendance (TNA) - Must be able to work independently - Must be self-motivated - Must have strong sense towards correctness and confidentiality - Customer Service Training	Experience: Same as minimum" Plus" - Three years' relevant experience - Knowledge of South African Acts / legislation - Business knowledge

INTRINSIC / INTERACTIVE QUALITIES:

Logical; Analytical; Team Member; Energy; Results Driven; Initiative; Communication (Verbal and written)

HEADLINE KEY RESULT AREAS:

- Ensure the correct capturing and processing of payroll input on the system in line with Time and Attendance information
- Ensure on-time and accurate capturing and processing of normal, overtime and acting hours and leave information
- Proactively introduce verification systems to detect errors before pay run
- Initiate appropriate actions for reconciling discrepancies identified in accordance with departmental procedures e.g. acting allowance
- Capture, import and export and extract information on Time and Attendance for all shift and non-shift workers for payroll processing
- Check correctness and authorise exception reports.

APPOINTMENT WILL BE IN LINE WITH COMPANY POLICY ON EMPLOYMENT EQUITY

ENQUIRIES : HUMAN RESOURCES – 015 789 2000/ 2273

Applications are to be sent to recruitment5@foskor.co.za or handed to HR Department by closing date of **05 November 2025 at 10H00**. A comprehensive CV and certified copies of qualifications will be appreciated. Should you not receive any feedback by 04 December 2025 that will mean you are unsuccessful.

