



HR ADMINISTRATOR (Start 01 June 2024 or sooner)

The German International School Cape Town (DSK) is a bilingual German School with learners from Grade 1 to 12 in a mother tongue German stream (Abitur) and an English Stream from Grade 5 to 12 (IEB).

We are looking for an HR Administrator to join the HR Team to assist with daily administrative tasks and HR processes. **The successful candidate must be German speaking.**

Reporting to the Human Capital Officer this position offers an excellent opportunity for someone who is looking to grow their career in HR.

Responsibilities include (but are not limited to):

- Recruitment
 - Co-ordinate all administration regarding recruitment; response handling, interview arrangements.
 - Full onboarding process; employee benefits, induction, Health and Safety
- Administration
 - Manage HR documentation, maintaining employee records accurately and securely
 - Liaison with German applicants
 - Assisting with VISA applications
 - HR Reporting and Statistics
 - Co-ordinate wellness days
 - Assistance with payroll preparation and reconciliation of employee benefits, etc.
- Training and Development
 - Assist with training arrangements
 - Recording of CPD points
 - Assist employees with professional registration
- Health and Safety (H&S)
 - Administration of IOD claims
 - Assist with H&S audit preparation
 - Minutes of H&S committee
- Projects
 - Assist with special projects on an ad hoc basis.

Qualifications and Experience:

- Degree in Human Resource Management or Social Sciences
- Minimum 3 years' experience in an HR Department
- Excellent written and verbal communication in both English and German (Minimum B1 level)
- Exceptional organisational skills and attention to detail
- Customer focused and service oriented
- Strong IT skills in Excel
- Working knowledge of SAGE Payroll Professional
- Must be a South African citizen or have a valid South African work visa / permanent residence.

If interested, please send a comprehensive CV to Debi Holtmann: hr@dsk.co.za

Closing date: 10 May 2024

*The **German International School Cape Town**, in line with **POPIA (Protection of Personal Information Act)**, will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information which will be used for the purpose of recruitment, selection and reporting process. By submitting your application for this position, you are acknowledging and accepting this disclaimer.*

Please note, only short-listed candidates will be contacted. The school reserves the right not to proceed with the filling of the post. An application will not in itself entitle an applicant to an interview or appointment, and failure to meet the requirements of the advertised post will result in applicants automatically being disqualified from consideration. Thank you for your understanding.