



## Internal/External Advertisement 12 Months Fixed-Term Contract

<b>Position</b>	HR Assistant X4
<b>Peromnes Grade</b>	<b>11</b>
<b>Division</b>	Corporate Services
<b>Department</b>	<b>Human Resources</b>
<b>Location</b>	Head Office
<b>Minimum Notch</b>	R27 373.00

### Minimum Requirements:

- Recognized National Diploma (NQF 6) in Human Resource Management or Administration
- 2 years' experience in the HR environment would be an added advantage,
- Computer literacy.

<b>PERSON PROFILE</b>	<b>MAJOR RESPONSIBILITIES</b>
<p><b>Applicants must have the following skills:</b></p> <ul style="list-style-type: none"> <li>✓ Time Management.</li> <li>✓ Planning</li> <li>✓ Organizing</li> <li>✓ Analytical</li> <li>✓ Interpersonal</li> <li>✓ Problem-solving</li> </ul>	<ul style="list-style-type: none"> <li>• Print CVs received in response to internally and externally advertised vacancies.</li> <li>• Capture applicants' data onto Excel spreadsheet for long-listing purposes</li> <li>• Assist with scheduling interviews and invitation of shortlisted candidates.</li> <li>• Prepare shortlisting and interview packs.</li> <li>• Maintain recruitment files.</li> <li>• Handle recruitment-related queries.</li> <li>• Perform ad hoc tasks assigned to by HR personnel.</li> </ul>

- Appointment will be made in line with Magalies Water's Employment Equity Plan.
- Please note that by applying for this position, you give Magalies Water permission to process your personal information in compliance with POPI ACT.
- Applicants should note that any false information contained in their CVs can result in summary dismissal.

### Closing Date: 4 November 2025

Interested candidates are required to email their applications and detailed CVs, inclusive of their certified copies qualifications to the Human Resources Department:

[recruitment@magalieswater.co.za](mailto:recruitment@magalieswater.co.za)