



Internal/External Advertisement 12 Months Fixed-Term Contract

Position	HR Assistant X4
Peromnes Grade	11
Division	Corporate Services
Department	Human Resources
Location	Head Office
Minimum Notch	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.

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

- 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