



## **HUMAN RESOURCES ADMINISTRATOR**

(Payclass 08)

### **HR Analytics, Risk, Systems, Payroll & Administration Human Resources Department**

The Human Resources (HR) Department is seeking to appoint a skilled, experienced, and energetic candidate with commitments, to service excellence to fill the permanent HR Administrator positions. The successful incumbent will be responsible for the accurate administration of HR data and payroll inputs in the central HR Administration Department. The service provided within the centralized section is to a range of clients throughout the University.

To view and apply for this position, please visit the [UCT Careers site](#) to create a profile and to submit your application.

**Closing date:** 31 July 2023

**Reference:**

ID 362

*UCT is a designated employer and is committed to the pursuit of excellence, diversity and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at [www.hr.uct.ac.za/hr/policies/employ\\_equity](http://www.hr.uct.ac.za/hr/policies/employ_equity)*

**UCT reserves the right not to appoint.**