



University of Cape Town Lung Institute

HUMAN RESOURCES OFFICER

The University of Cape Town Lung Institute (www.lunginstitute.co.za), requires applications for a **HUMAN RESOURCES (HR) OFFICER*** position, on a **Fixed Term Contract**.

The Lung Institute, a subsidiary of the University of Cape Town, is a globally recognised medical research facility with a mandate to address priority health issues through Education, Research and Service.

The **HR Officer** will be Involved in a wide range of activities within the HR Department, including payroll, recruitment and daily administrative assistance on all HR and business-related matters.

Minimum Requirements:

- Grade 12 / Equivalent
- Bachelor's Degree / Diploma / Certificate in Human Resources Management
- Minimum of 3 years' experience within an HR Generalist role
- 1 – 2 years' experience processing payroll on Sage300 People Payroll system
- Familiar with South African Labour Laws
- High proficiency with MS Office (Outlook, Excel, Word, PowerPoint, and database management)

Attributes & Behaviours

- High degree of integrity and confidentiality
- High attention to detail and accuracy
- Ability to follow processes and procedures
- Ability to work well under pressure and towards deadlines
- Excellent interpersonal and communication skills – both verbal and written
- Proactive self-starter with the ability to work independently and as part of a team
- Effective HR administration skills

Responsibilities include (but not limited to):

- Assist HR Manager with all HR and business-related duties
- Administer and process monthly payroll on the Sage300 system
- Handle payroll queries and resolve discrepancies
- Manage employee data and records on Sage People 300 and assist with monthly reporting
- Complete WCA Forms and UIF documentation, as required
- Assist in managing recruitment process from start to end using online recruitment system - screen CV's, schedule and conduct on-site/virtual interviews, assessments and conduct security, credit and reference checks
- Draft offer letters and employment contracts, as well as regret emails
- Ensure all new employees are taken through an onboarding programme and fully inducted
- Act as advisor to management and staff on employee relations matters
- Investigate disciplinary matters and coordinate disciplinary hearings
- Assist in maintaining, updating and ensuring compliance with all policies and procedures, in line with labour laws
- Assist with performance management processes
- Assist with skills development initiatives and maintaining record of staff training
- Maintain and update electronic staff files for employees - ensuring all documents are received and kept up-to-date
- Provide logistical arrangements and attend quarterly Health and Safety and Employment Equity Meetings
- Assist in implementing and managing culture building and staff building initiatives
- Assist in providing support and driving change management
- Assist with social calendar and staff intranet
- General administration and ad-hoc duties related to HR administration

Additional Information:

- Full-Time onsite position, 40 hours per week, Monday to Friday
- 12 months Fixed Term Contract
- This position will be based in Mowbray, Cape Town

To apply, interested applicants are requested to [click here](#) to complete the online application process with a cover letter and updated CV

Closing Date: 24 October 2025

Only shortlisted candidates will be contacted. Should you not receive a response within 30 days of the closing date, please consider your application unsuccessful.

EMPLOYMENT EQUITY STATEMENT

The University of Cape Town Lung Institute is committed to equity in our employment practices and reserves the right not to appoint. The selection process will be guided by the Employment Equity Plan and Targets of the University of Cape Town Lung Institute (Pty) Ltd.

POPIA STATEMENT

Please note that when applying for any position, reference checks will be completed, and personal information defined in the protection of personal information Act 4 of 2013 will be processed. In applying for this position, applicants will be deemed to have consented to such processing as defined in the policy statement.

***Please Note: This Position is not on UCT Conditions of Service.**
