

## HR Administrator

### CONTRACT - ONE (1) YEAR FIXED TERM CONTRACT

*Location: Cape Town (On-site)*

#### About the Organisation

Join the Knowledge Translation Unit (KTU), a pioneering research and knowledge synthesis group committed to strengthening health systems through pragmatic research, evidence-based implementation, and the development of practical clinical tools derived from policies and guidelines. Our work supports primary healthcare delivery across South Africa, sub-Saharan Africa, Brazil, and Indonesia. The team ensures that all guidance is evidence-based, contextually relevant, and designed for adaptability across formats and platforms.

As KTU strengthens its structured HR systems and digital capabilities, we are seeking a highly organised and proactive **HR Administrator** to provide comprehensive administrative and operational HR support within a dynamic Knowledge Translation Foundation (NPC) environment. This role is central to ensuring the smooth functioning of HR processes across the organisation and will work closely with the Finance Director, who provides overall operational oversight, as well as a range of project leads managing diverse, multidisciplinary programmes within the Foundation.

#### Role Overview

The HR Administrator will act as a key coordination point between HR administration, finance processes, and programme/project teams, ensuring that people-related systems, documentation, and compliance requirements are consistently accurate, efficient, and aligned to organisational policies and donor expectations where applicable.

In addition to core HR administrative duties, the role supports the practical implementation of HR processes across multiple projects and teams, including recruitment coordination, onboarding of staff and consultants, contract management, timesheet verification, leave reporting and performance support processes.

The incumbent will play an important enabling role in ensuring that project leads are supported with timely HR inputs, clear procedural guidance, and efficient administrative turnaround. The role also contributes to strengthening internal HR systems, SOPs, and standardised documentation to support a growing and evolving NPC environment, where clarity, consistency, and compliance are essential. This includes assisting in the development and maintenance of HR templates, job descriptions, and procedural tools that support both operational efficiency and good governance.

Overall, the HR Admin Coordinator ensures that HR administration is well-integrated with finance and project delivery functions, enabling the Finance Director and project leads to focus on strategic and operational priorities while HR processes are executed accurately, timeously, and professionally.

This is not a management role but requires independence, initiative, and strong organisational skills.

#### Qualifications:

Certificate, degree, diploma or other relevant experience relating to HR.

#### Experience:

- A minimum of 3 years' experience in an administrative environment or previous experience in a similar role.
- Strong knowledge of HR processes and basic labour legislation.
- Proficiency in MS Office (Word, Excel, Outlook)
- Experience with HR systems will be advantageous.
- Experience within a tertiary institution or an NPC environment would be advantageous.

## Attributes

- Attention to detail, systems oriented, organized, analytical.
- Good communication skills in English and sound ability to communicate effectively across all levels.
- Self-motivated, honest, high integrity, courteous and helpful.
- The ability to function well under pressure, prioritize matters and act on them accordingly.
- The ability to function both independently and in a team, take initiative, shows commitment and is motivated to achieve tasks in the required time frame.
- Manages time and resources well and demonstrates strong interpersonal and mediation skills with a positive attitude.
- Culturally aware with good ethics, problem solving and strategic thinking competencies.
- Continuously pursues to improve skills through on the job or external training.
- High level of confidentiality and professionalism.
- Strong ethical conduct and integrity.

## Key responsibilities

### HR Administration

You will be responsible for maintaining accurate HR records and systems, coordinating contract renewals, supporting onboarding and induction processes, and providing day-to-day HR administrative support. This includes preparing employment documentation, maintaining leave records, supporting performance management processes (including PIPs), managing consultant timesheets, and assisting with HR queries relating to benefits and conditions of service. You will also contribute to the development of HR SOPs, policies, and job descriptions.

### Recruitment and Selection Coordination

Support the full recruitment process, including drafting job descriptions and advertisements, coordinating interviews, liaising with candidates and panels, conducting reference checks, preparing recruitment documentation, and ensuring smooth onboarding of successful candidates.

### Performance Management and Staff Development

Coordinate performance review processes, schedule meetings, maintain records of staff development activities, and support the implementation of training and development interventions.

### Administrative and Operational Support

Provide broader operational support including procurement and credit card administration, timesheet coordination, travel and meeting arrangements, visitor coordination, and general office administration. You will also provide operational cover for the Executive Assistant when required.

### Meetings and Communication

Attend operational meetings, provide HR updates, communicate policy changes to staff, and maintain strong working relationships with internal stakeholders.

## How to Apply

Email your application to [KTU-HR@uct.ac.za](mailto:KTU-HR@uct.ac.za) with the subject line: **HR Administrator; June 2026 - Closing Date 19 June 2026**

### Attach:

- |                      |  |
|----------------------|--|
| 1) CV                | 3) Certified copy of highest qualification                               |
| 2) Motivation letter | 4) Contact details for <b>two or three</b> current, contactable referees |

## Important Notes

- Incomplete applications will not be considered.
- Only applicants who have completed all application requirements will be considered.
- KTU is committed to employment equity and strives to appoint candidates in line with its equity objectives.
- The organisation reserves the right not to make an appointment should no suitable candidate be identified.
- Only shortlisted candidates will be contacted

### **Our Vision**

To improve the quality of primary healthcare for underserved communities through pragmatic research, evidence-based implementation, evaluation, and engagement of health systems, their planners, providers, and communities.

For more information about the organisation, visit: [www.knowledgetranslation.co.za](http://www.knowledgetranslation.co.za)