



City of Johannesburg
Johannesburg Development Agency

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Exciting and Challenging position

The JDA is an agency of the City of Johannesburg which stimulates and supports area-based economic development initiatives throughout the Johannesburg metropolitan area in support of Joburg 2040. As the development manager of these initiatives, JDA coordinates and manages capital investment and other programs involving both public and private sector stakeholders.

The following position is available for an achievement-oriented individual with initiative and a commitment to give substance to this vision.

HR INFORMATION SYSTEMS C2 SALARY R386 366 – R579 549

PURPOSE OF THE POSITION: Reporting to the Manager: Human Capital Operations & Talent Management the role will maintain SAP HR System and provide human resources management information systems to meet the needs of internal and external stakeholders.

KEY PERFORMANCE AREAS:

HR and Payroll Reporting • Draw, compile and verify employment equity to report to manager HC. HR and Payroll reports for all related staff complement. Provide establishment and compliment statistics monthly to the Finance department. Reconcile staff movement figures monthly with the actual HR SAP system. Performance adhoc related duties.

Organisational Structure • Update approved departmental organisational structure changes on SAP HR system. Link all changed and new positions to cost centres and organisational units. Remove unfunded as per finance schedule. Identify, extract and provide position numbers to staffing section when vacancies need to be filled.

Information Systems Management • Identify and verify with payroll staff possible incorrect actions on the SAP HR. Control access to information in order to ensure that unauthorised. Testing of proposed changes to the HRIS on SAP HR QA system.

Communication• Discuss request with staff to ensure that information supplied meets the requirements. Liaise with CoJ and external companies. **Communication**• Serve in OHS & SCM Bid committee as and when required.

Education and experience required:

- Minimum National Diploma in Human Resource Management or Information Technology (NQF Level 6)
- Relevant experience in SAP HR systems
- Minimum 3 years' experience in HR, payroll processing & payroll administration
- Advanced MS Word and EXCEL skills
- Valid unendorsed code EB driver's license
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- **Please take note that only online applications will be considered. Please apply by using the following link below:**

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- **APPLY ONLINE VIA THIS LINK:** <https://share-eu1.hsforms.com/1WpqQmmRwQG-1ELswU5--RQew554>
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Closing date: 23 March 2025

Correspondence will be with short-listed candidates only. Should you not hear from us within 30 days of the closing date, please consider your application unsuccessful.

Johannesburg Development Agency is an equal opportunity employer and position will be filled in line with its EE targets
