

JOB DESCRIPTION: HUMAN RESOURCES INFORMATION SYSTEM (HRIS) GRADUATE TRAINEE

POSITION NAME:	HUMAN RESOURCES INFORMATION SYSTEM (HRIS) GRADUATE TRAINEE
REPORTING LINE:	HUMAN CAPITAL PRACTITIONER
DIRECT REPORTS:	NONE
SUBSIDIARY/ DEPARTMENT:	SHARED SERVICES
LOCATION:	MIDRAND (HEAD OFFICE)

WHO ARE WE?

Ntiyiso Consulting Group is a leading management consulting firm founded in 2005. With a diverse team of over 240 consultants, we are dedicated to unlocking development and empowering institutions that drive Africa's progress. At Ntiyiso Consulting Group, we are committed to truth, trust, and delivering impactful results that foster economic growth and prosperity across the continent.

JOB PURPOSE

The HRIS Graduate Trainee is responsible for assisting with administrating, maintaining, and optimizing the organization's Human Resources Information System (HRIS). This role involves supporting the effective use of the HRIS to manage employee data, streamline HR processes, and contribute to strategic HR initiatives. The HRIS Graduate Trainee will collaborate with HR, IT, and other departments to ensure data accuracy, generate reports, and provide technical support and training under supervision.

OBJECTIVES

- **Data Integrity:** Assist in ensuring the accuracy and completeness of employee data within the HRIS.
- **System Optimization:** Support efforts to enhance the functionality and efficiency of the HRIS through regular updates and process improvements.
- **User Support:** Provide technical and training assistance to HR staff and other system users.
- **Compliance:** Help ensure the HRIS complies with all relevant legal, regulatory, and organizational standards.
- **Reporting and Analytics:** Assist in generating accurate and timely HR reports and analytics to support decision-making.

TRAINING AREA OF RESPONSIBILITY

- **System Administration**
 - Assist in managing and maintaining the HRIS, ensuring it is up-to-date and fully operational.
 - Support regular system audits and help troubleshoot issues.
- **Data Management**
 - Help ensure the accuracy and completeness of employee data.
 - Assist in implementing and enforcing data entry standards and procedures.
- **User Support and Training**
 - Provide technical support to HR staff and other system users under supervision.
 - Assist in developing and conducting training sessions for new and existing users.
- **Reporting and Analytics**
 - Assist in developing, generating, and distributing HR reports and dashboards.
 - Support HR data analysis to identify trends and aid in HR decision-making.
- **Process Improvement**
 - Identify and suggest opportunities to improve HR processes through better use of the HRIS.
 - Collaborate with HR and other departments to streamline workflows and improve system utilization.
- **Compliance and Security**
 - Help ensure HRIS compliance with data privacy laws and regulations.
 - Assist in implementing and monitoring security protocols to protect sensitive HR data.

JOB COMPETENCIES – SKILLS, KNOWLEDGE AND ATTRIBUTES

Behavioral Competencies <ul style="list-style-type: none">● Self-Starter● Solution and delivery focused● Experimental and Innovative	Professional Attributes <ul style="list-style-type: none">● Analytical Skills:● Attention to Detail● Communication Skills.● Customer Service Orientation● Project Management● Confidentiality.
QUALIFICATIONS AND EXPERIENCE	
Essential Requirements	<ul style="list-style-type: none">● Education: Bachelor's degree in information technology or related field● Experience: 1 year of experience in a similar role.● Experience with HRIS platforms will be an added advantage.
Desirable Requirements	<ul style="list-style-type: none">● Proficiency in HRIS software and tools.● Strong understanding of HR processes and best practices.● Advanced skills in MS Excel and other data analysis tools.
WORKING CONDITIONS AND SPECIAL REQUIREMENTS	
Shift work, Overtime, Travel, Uniform, Special conditions	<ul style="list-style-type: none">● Expected to work long hours from time to time
Duration of Employment	<ul style="list-style-type: none">● Performance-based Fixed Term Contract

To Apply

Please send your Curriculum Vitae and proof of qualifications to: careers@ntiyisoconsulting.co.za

Reference no: SS/HIRS/08_24

Closing Date: 30 Sep 2024

Consider your application unsuccessful if you have not heard from us two weeks after closing