

Anova Health Institute HR Administrator Vacancies Requirements:-

Grade 12 (Matric)

A National Diploma or Bachelor's degree in HR or related field

At least 2-3 years HR administrative and generalist experience

Previous experience in working for an NGO in HIV and AIDS environment would be advantageous

Computer literate, MS Office (Word, Excel, and PowerPoint)

Able to work and learn independently

Problem solving skills

Organised, proactive and team player

Ability to work with speed and accuracy

Ability to produce quality work and meet tight deadlines

Excellent communication (both verbal and written) Skills

Strong interpersonal skills