ACTOM

POWER TRANSFORMERS

Job Title: Human Capital Administrator	Paterson Grade Level:
Department/Division: Human Capital	Reporting Line: Human Capital Manager
Direct Reports: None	Closing Date: 18 October 2026

Job Purpose

The Human Capital Administrator provides administrative and operational support to the Human Capital function, ensuring accurate employee records, timely HC transactions, effective recruitment and onboarding administration, and reliable HC reporting and documentation.

Authority Levels

The role has the authority to:

- Maintain and update employee and HC records.
- Process routine HC administration and employee changes.
- Coordinate recruitment, onboarding and training administration.
- Prepare standard HC reports and schedules.
- Escalate exceptions and complex HC matters to the relevant Human Capital Officer.

Key Responsibilities

Human Capital Administration

- Maintain accurate employee records and personnel files.
- Process employee movements, documentation and HC correspondence.
- Capture and update information on HC systems.
- Ensure confidential and secure handling of employee information.

Recruitment & Onboarding

- Provide administrative support for recruitment activities.
- Coordinate interviews, candidate documentation and onboarding requirements.
- Maintain recruitment and onboarding trackers.

HC Systems & Reporting

- Maintain accurate HC system data.
- Assist with HC reports, employee records and data checks.
- Provide information and reports required by the Human Capital Officers.

Employee & Payroll Administration

- Process approved employee changes and payroll-related inputs.
- Assist with leave, employee documentation and routine HC queries.
- Track and escalate outstanding or incorrect information.

Training & Compliance Administration

- Maintain training records and training matrices.
- Coordinate training bookings, attendance and documentation.
- Assist with monitoring mandatory/statutory training requirements.

Human Capital Management

This position has no direct reports.

Minimum Qualifications and Experience

- Grade 12 / National Senior Certificate.
- HC Diploma qualification
- 1–3 years' experience in HC administration.
- Working knowledge of HC systems and Microsoft Office.
- Good organisational, administrative and communication skills.
