POSITION DESCRIPTION	
Position Title	**HR Registry/Administrator**
Description	The incumbent is responsible for the effective administration and control of the HR registry, including the creation, maintenance, movement, retrieval, security and archiving of employee records. The role also provides HR administrative support, maintains accurate employee information and prepares HR administration records and reports.
Directorate	Corporate Services: Human Resources
Reports To	Manager: HR Administration
Position location	Head Office
Peromnes Grade	10
Number of Direct Reports	N/A

POSITION REQUIREMENTS	
Minimum Qualification	• National Diploma in Human Resources Management, Records Management, Public Administration or a related field.
Essential Experience	• At least two (2) years' experience in HR administration, employee records management or registry administration. • Experience in maintaining personnel files, registers, document tracking and administrative reports.
Knowledge	• Knowledge of HR records management, registry controls, document classification, filing and archiving practices. • Knowledge of the Protection of Personal Information Act, Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act and other relevant employment legislation. • Knowledge of confidentiality, information security and records-retention requirements. • Proficiency in Microsoft Office and electronic HR records systems.

Skills & Abilities	• Accurate record keeping and document control • Good written and verbal communication skills • Planning, organising and follow-up skills • High attention to detail and quality control • Ability to compile and maintain registers and reports • Customer service orientation and interpersonal skills • Integrity, accountability and strict confidentiality • Ability to prioritise work and meet deadlines • Problem-solving ability • Teamwork and professionalism

MAIN AREAS OF RESPONSIBILITY	
HR Registry and Employee Records Management	• Establish, maintain and administer the HR registry and employee personnel filing system in accordance with the approved file plan and applicable prescripts. • Create, label, classify, index and maintain complete employee personnel files for active and former employees. • Receive, record, file, scan, retrieve and archive HR documents and employee records. • Maintain an accurate inventory of employee personnel files and an up-to-date employee file register. • Control and record the movement of personnel files and documents into and out of the HR registry. • Follow up on overdue files and documents and ensure their return to the registry. • Check personnel files for completeness, accuracy, correct filing and required supporting documents. • Track and obtain outstanding employee information and documents from relevant employees and HR officials. • Maintain electronic employee records that correspond with the approved physical files and document structure. • Apply document identification codes, naming conventions and indexing controls to support storage, tracking and retrieval. • Prepare records for archiving and disposal in line with approved retention requirements and authorisation processes.
HR Administration and Employee Information	• Capture and update approved employee biographical, employment and organisational information on HR records and relevant HR systems. • Provide administrative support for employee appointments, transfers, acting arrangements, probation, benefits, leave, terminations and other employee lifecycle processes. • Prepare employee files and supporting documents for onboarding, internal movements and exit processes. • Issue, receive, record and track HR forms, letters and supporting documents for completeness and filing. • Maintain standard HR templates, registers, checklists and administrative records. • Respond to routine employee requests for HR records and information, subject to approval, confidentiality and access controls.
HR Administration Reporting and Recording	• Compile and maintain accurate HR administration reports, schedules and registers within agreed reporting timelines. • Record and report on personnel file status, missing documents, file movements, document returns, archiving and records compliance. • Provide accurate employee information and supporting records for authorised HR reports, management requests and audits. • Maintain an audit trail of documents received, filed, retrieved, amended, archived or released. • Identify records gaps, discrepancies and overdue actions and escalate them to the responsible HR official.

Governance, Confidentiality and Compliance	• Safeguard employee information and ensure that physical and electronic records are stored securely. • Protect the confidentiality and privacy of employee information and release records only to authorised persons. • Apply approved access, document movement, retention, archiving and disposal controls. • Support internal and external audits by retrieving authorised records and maintaining evidence of document control. • Report lost, damaged, misfiled, incomplete or unauthorised records promptly in accordance with applicable procedures.
HR Administrative Support and Service	• Provide general administrative support to the HR unit, including document preparation, correspondence, filing, copying, scanning and record distribution. • Provide professional registry support to employees, managers and HR colleagues. • Monitor assigned requests and follow up to ensure that documents and records are completed and filed timeously. • Perform other HR registry and administration duties that are consistent with the purpose of the position.

KEY RELATIONSHIP INTERFACES	
Internal Relationships - other than reporting lines (manager and subordinates). *	**External Relationships (With Local/Provincial structures and other key parties, specify)**
All Human Resources employees Employees and managers across all NDA directorates Information and Records Management, ICT, Finance and Internal Audit, where authorised	Approved records storage, archiving or document-management service providers, where applicable and authorised External auditors and oversight bodies, when formally authorised

Signed by: (**Job Holder)**	Authorised by: 
Date:	Date: 30/10/2026