



INTERNAL AND EXTERNAL ADVERTISING OF A VACANT POSITION

Suitably qualified candidates are invited to apply for the following vacancy:

POSITION: HR and Housing Administrator

DEPARTMENT: Human Resources

JOB GRADE: 4

Role Summary

As HR and Housing Administrator the successful incumbent will be responsible for the maintenance of Human Resource processes. Provide professional operational support across the full range of HR activities, including the coordination of HR administration and creating and maintaining appropriate databases and ensuring all aspects of work are delivered in a timely manner to the required quality standards and in line with the relevant standards and guidelines.

KEY RESPONSIBILITIES

HR transactional activities

- Maintain personnel records
- Maintain any personnel records related databases that might be implemented by management from time to time
- Co-ordinate and assist Heads of department with employment contracts
- Update all related database for employment equity and skills development, staff housing allocation

Personnel policy application

- Implement policies and procedures as from time to time amended or adapted by Tswalu Management and see that it is communicated to all staff

Industrial relations

- Sit in as observer in disciplinary hearings to ensure that procedures are in line with the Labour Relations Act and Company policies and procedures
- Assist with disciplinary procedures when needed
- Assist with staff grievances
- Advice management on company policies and procedures

Training

- Co-ordinate training as scheduled and handle all administration of training records e.g. completion of attendance registers and skills matrix's training records for in-house and external training is done in the prescribed manner
- When necessary, do accommodation booking for training providers
- Assist with gathering of information for Skills Development / Workplace Skills Plan and Annual Implementation Report

Employment Equity

- Co-ordinate training as scheduled and handle all administration of Tswalu's Employment Equity
- Assist with the final submission of EE Report
- Ensure that committee files are kept up to date.

Staff housing

- Co-ordinate staff housing and keep register updated

T. +27 53 781 9112 | **E.** info@tswalu.com | **W.** tswalu.com

Farm Korannaberg 296, Van Zylsrus, 8467, South Africa | P.O. Box 1081, Kuruman, 8460, South Africa

DIRECTORS: DAT LAMB (BRITISH) | DN McFAYDEN | CL OPPENHEIMER | JEM OPPENHEIMER | NF OPPENHEIMER
INCORPORATED IN THE REPUBLIC OF SOUTH AFRICA | COMPANY REG NO 1968/001382/07 | VAT REG 4020125912



- Do quarterly inspection at the respective villages
- Do outgoing inspection when an employee resigns
- Do pre-inspection when an employee gets appointed and terminated

Time and attendance system

- Enrol all new employees on the TDS platform and clocking stations
- Terminate all employees from the system
- Ensure that data is kept up to date and accurate
- Send weekly reports to all line managers.

General

- Co-ordinate recreational activities on the reserve and arrange for transport when needed
- Provides assistance for the other departments when required
- Assist with the refuelling of motor vehicles as per roster
- Be available to serve on various committees that are required by the company and by law
- To adhere and partake in the Long Run's 4 C initiatives and GER standards

PERSONAL CHARACTERISTICS

- Results-driven and persistent
- Emotionally intelligent with a professional approach
- Ability to work effectively under pressure and manage a high-volume workload
- Able to work independently and collaboratively as part of a team

QUALIFICATIONS

- Grade 12
- Diploma / Certificate in Human Resources (advantageous)

SKILLS & COMPETENCIES

- Strong communication skills (verbal and written)
- Excellent interpersonal and administrative skills
- Strong planning, organisational and time management skills
- Ability to prioritise tasks, meet deadlines and achieve objectives
- Strong analytical and problem-solving skills
- High level of accuracy and attention to detail
- Sound knowledge of HR and IR principles, processes and procedures
- Good understanding of company policies, labour agreements and the Basic Conditions of Employment Act
- Valid driver's licence (essential)

WHAT WE OFFER

- Live-in position on the game reserve
- Willingness to work shifts, weekends and public holidays

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- Remote working environment

PACKAGE

- Market related salary
- Single Accommodation
- Staff flights between Johannesburg and Cape Town

Suitably qualified candidates can send their CVs to opportunities@tswalu.com

Applications close on **11th August 2026**

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