



Providing services for men, women and children with intellectual disability

Vacancy: HR Coordinator

Claremont, Cape Town

Oasis Association is a registered non-profit organisation established in 1952 to provide schooling facilities for children with intellectual disability (ID). The Association's services have expanded considerably over the years, and our mission is to enable people with ID to realise their full potential and become as independent and productive as possible within the community. Currently the organisation is providing holistic services for almost 600 people with ID through Protective Workshops, Day Centres and Group homes.

Oasis Association seeks to appoint an HR Coordinator to be based in Claremont, Cape Town.

Key Responsibilities

1. Recruitment & Selection

- Coordinate entire recruitment processes
 - advertising
 - screening
 - initial interviews
 - reference checking
 - onboarding

2. New Employee Administration & Onboarding

- Ensure preparation and completion of all the following documents:
 - Employment contracts
 - Job descriptions
 - Confidentiality agreements
 - Compile and maintain complete employee files - Copies of ID, qualifications, references, banking details, etc.
- Coordinate the onboarding process, including induction scheduling and orientation materials
- Ensure all documentation is signed and filed
- Liaise with payroll to ensure accurate and timely inclusion of new employees

3. Employee Termination & Exit Management

- Manage all termination processes (resignations, dismissals, retrenchments, end of contracts) in line with the Labour Relations Act and some exit interviews
- Prepare and issue termination documentation, including notices and certificates of service
- Liaise with payroll to ensure accurate final payments

4. Employee Relations

- Provide guidance on disciplinary processes, grievances, and conflict resolution
- Support line managers in handling staff matters in line with organisational policy

5. Compliance & Labour Legislation

- Ensure adherence to South African labour laws, including the Basic Conditions of Employment Act, Labour Relations Act, etc
- Support management implementation of HR policies and procedures

6. Training & Development

- Coordinate staff training and development initiatives
- Assist with performance management processes
- Identify skills gaps and support capacity-building efforts

7. Workmen's Compensation (WCA) Claims & Procedures

- Manage workplace injury and illness claims in line with the Compensation for Occupational Injuries and Diseases Act (COIDA)
- Ensure all incidents are reported, recorded timeously
- Submit required documentation to the Compensation Fund and monitor claim progress
- Maintain accurate records of Injuries on Duty (IOD)

8. Management of Leave

- Supervise capturing of all related data
- Identify trends and report to managers
- Support managers where counselling by manager has failed to achieve results
- Verify sick leave certificates where necessary
- Refer incapacity issues to HR Manager.

9. Any other requests

Requirements

- A relevant HR qualification with a minimum of 3 years of proven experience
- Proficiency in MS Office (Word, PowerPoint, and Excel)
- An understanding of local labor legislation (e.g., the BCEA and LRA in South Africa) and HR policies.

To apply, submit a motivation letter highlighting suitability to the role, a CV (both in Word format) and the contact details of three work related referees to rudayba@maraisbuton.co.za

Contact will only be made with shortlisted candidates.

Closing date: Wednesday 15th July 2026