



St MARY'S
Diocesan School for Girls, Kloof

Our Vision

To be the leading Christian school providing a holistic, values-based education that helps girls build character and equips them to thrive in life.

The following position is available at St Mary's DSG, Kloof, KwaZulu-Natal, a progressive and forward-thinking private girls' school.

HR & OPERATIONS ASSISTANT

Date of Commencement - 1 January 2024

We are seeking an enthusiastic, dynamic and capable person to assist our HR & Operations Manager.

Requirements for this post include:

- Qualification in Human Resources or a related field
- At least five years' proven experience as an HR Assistant or relevant HR/Administrative position
- Sound computer skills and experience with MS Office and the Google Suite
- Familiarity with VIP & SAGE software
- Ability to maintain extreme confidentiality
- Basic knowledge of the BCEA and LRA
- An excellent command of English (both spoken and written)
- Outstanding organisational and administrative skills
- The ability to use own initiative and to multitask.

Please download and complete the application form [here](#) and email to admin@stmarysdsg.co.za. Only electronic applications will be accepted. Shortlisted candidates will be contacted within 2 weeks after the closing date where your CV and relevant supporting documents will be requested. Should you not be contacted after the said date, please consider your application unsuccessful.

The closing date for applications: Tuesday, 21 November at 12pm

St Mary's is an equal opportunity employer. The School reserves the right not to make an appointment. An application will not in itself entitle the applicant to an interview or appointment and failure to meet the minimum requirements of the post will result in the applicants automatically disqualifying themselves from consideration. The successful candidate will be required to provide a police clearance certificate and be cleared on the Sexual Offenders Register. By submitting your CV and providing St Mary's DSG, Kloof ("the School") with your Personal Information, you consent to the School processing your Personal Information, which the School undertakes to process strictly in accordance with the [Section 18 Informed Consent Document](#).