

People and Organisation | People with disability Learnership

Job ID
REQ-10039271
Feb 04, 2025
South Africa

Summary

To provide support on general P&O processes. To provide task-specific services to P&O and employees, involving P&O expertise so that specific tasks can be undertaken independently.

About the Role

Major accountabilities:

- Provide administrative support to P&O on various P&O processes (i.e. recruitment & selection, induction for new hires, talent management, succession planning) for a predefined population in close cooperation with the respective process expert(s).
- Handle and coordinate administrative tasks to support various P&O programs and initiatives (i.e.) provide reliable information on basic P&O processes, participate in P&O projects aimed at improving administrative P&O processes, etc.)
- Coordinate and facilitate BBBEE and EE Initiatives

Minimum Requirements:

- University degree in Human Resources, Business Management or Equivalent is preferred
- Knowledge Of All Relevant Policies and Practices.
- P&O Process Management.
- Problem Solving.
- Workforce Administration.
- Analytical skills and attention to detail.
- Excellent interpersonal, communication, negotiation and presentation skills

Languages :

- English.

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other.

Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together?

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Division

People & Organization

Business Unit

Innovative Medicines

Location

South Africa

Site

Midrand

Company / Legal Entity

ZA01 (FCRS = DEL) South Africa

Functional Area

Others

Job Type

Full time

Employment Type

Early Career (Fixed Term)

Shift Work

No

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