

JOB TITLE : **ADMINISTRATOR: TALENT AND ORGANISATIONAL DESIGN (OD)**
REPORTS TO : **HEAD OF TALENT MANAGEMENT**
BUSINESS UNIT : **HUMAN RESOURCES**
LOCATION : **HEAD OFFICE: PRETORIA**
POSITION STATUS : **PERMANENT**
POSITION GRADE : **C2**

Purpose of the Job

The Administrator: Talent and Organisational Design (OD) is responsible for the coordination, record-keeping and reporting of Organisational Development, Talent Management, Performance, Learning and Employee Experience processes. The role manages data, prepares documentation, ensures process compliance and assists in the delivery of talent and development activities across Postbank.

Job Responsibilities

Organisational Design and Talent Management Administration

- Maintain and update all talent-related records, databases, files and tracking tools
- Provide administrative support for talent reviews, succession planning sessions, onboarding programmes and culture / engagement initiatives
- Prepare documents, templates, presentations and packs required for Organisational Design (OD) and Talent activities
- Ensure confidentiality and accurate record-keeping of employee data, talent pipelines and development plans

Performance Management Support

- Coordinate performance cycle activities including goal-setting, mid-year and annual reviews
- Track completion status and follow up with managers and employees where required
- Assist in compiling performance reports, dashboards and calibration documentation
- Provide first-level guidance on performance management forms, tools and timelines

Employee Experience and Engagement Support

- Administer training schedules, attendance registers, and learning logistics
- Support the consolidation and submission of the Workplace Skills Plan (WSP) and Annual Training Report (ATR)
- Capture training data, maintain training records, and ensure supporting documentation is accurate and up-to-date
- Assist in coordinating internal workshops, onboarding sessions, and development initiatives

Reporting, Compliance and Process Support

- Prepare routine and ad-hoc reports, dashboards and summaries for the OD and Talent function
- Ensure all administrative processes follow internal policies, governance standards and audit requirements
- Capture and validate data accurately for audits, compliance reviews and management reporting
- Support continuous improvement by identifying administrative inefficiencies and proposing solutions

Qualifications and Experience

- Diploma in Human Resources Management / OD or equivalent (NQF Level 6)
- Degree in Human Resources Management / OD or equivalent (NQF Level 7) is ideal
- Minimum 3 years' experience in Recruitment / OD or equivalent Administration
- One experience in the Banking Sector is advantageous

Skills and Attributes

Project management skills, Verbal and written communication skills, Good interpersonal skills, Detail oriented and accurate, Networking skills, Conflict resolution and/or mediation skills, Influencing and Negotiation skills, Conceptualisation and integration skills, Decision making skills, Problem Solving, Analytical Thinking and Research skills, Ability to analyse complex problem situations and design effective remedial solutions, Planning, coordination & implementation skills, Emotional intelligence, Business Acumen, Business Intelligence/ Organisational awareness, Adaptability to change, Learning Agility, Initiative, creativity and Innovation, Critical Thinking, Managing and developing others, Relationship Building, Resilience, Customer and Client Orientation

How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to RecruitmentSN@postbank.co.za Please indicate in the subject line the position you are applying for. To view the full position specification, log on to www.postbank.co.za and click on Careers.

Closing Date

18 March 2026

Disclaimers

The South African Postbank SOC Limited is committed to the achievement and maintenance of diversity and equity in employment, especially with regard to race, gender and disability. In compliance with the bank's employment equity plans, we encourage and welcome applications from diverse groups from the South African Employee active population. Correspondence will be limited to short-listed candidates only.

If you do not hear from the South African Postbank SOC Limited or its Agent within 3 months of this advertisement, please accept that your application has been unsuccessful. The South African Postbank SOC Limited reserves the right not to fill the positions or to re-advertise the positions at any time.

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