



# RECRUITMENT ADVISOR

Fixed-term contract

**Staff Recruitment Office**

**HUMAN RESOURCES DEPARTMENT**

The Staff Recruitment Office is seeking to appoint assertive persons on a fixed-term contract who are proactive and who exercises initiative. The incumbents will join our efficient and professional Staff Recruitment Office team as Recruitment Advisor for appointment as soon as possible. The positions are of a fixed-term nature and will end in April 2019.

The main purpose of these position are to provide a professional, comprehensive, proactive and effective advisory service, utilising appropriate recruitment and selection methodologies, compliant with labour legislation, and aimed at securing the highest calibre candidates for the University, taking UCT's Employment Equity policy into account. The successful candidates will also be responsible for the management of the recruitment administrative function, including staff management.

#### Requirements include:

- A relevant HR degree or diploma (NQF 6 level)
- At least five years' working experience in a recruitment environment (preferably at a similar level),
- A solid understanding of and an ability to advise on other areas of Human Resources (such as Employee Relations, Remuneration and Benefits, Learning and Development), and an ability to apply this knowledge in Recruitment and Selection processes.
- A high-level of committee servicing experience
- A high-level of report-writing experience
- Experience in competency based recruitment and selection methodologies
- Experience in problem-solving and decision-making
- Integrity and honesty in managing finances'

#### The following would be advantageous:

- Working experience within a tertiary institution environment
- Experience in managing staff
- Experience in coaching and advising Line Managers
- Driver's licence and own reliable transport

#### Key Competencies:

- Analytical reasoning
- Meticulous attention to detail
- Building and maintaining relationships with clients and candidates
- The ability to be a team player
- Sound communication skills, both verbal and written.
- The ability to effectively identify, manage, and create risk awareness
- Time management, planning, coordinating and organisational skills
- Management skills
- Self-leadership and a high level of emotional intelligence
- Proven computer literacy at an advanced level.

#### Responsibilities include:

- Provide strategic advice to Executive Staff, Deans and Line Managers on recruitment policies, procedures and practices
- Provide committee service to selection committees, as well as advice on appropriate recruitment and selection methodologies, Employment Equity policy, and labour legislation
- Provide advice to candidates and co-ordinate all arrangements pertaining to them
- Manage and develop Recruitment Administrator

The annual cost of employment, including benefits is between R443 134 and R521 333.

**To apply**, please e-mail the below documents in a **single pdf file** to Mr Craig Alexander at [recruitment01@uct.ac.za](mailto:recruitment01@uct.ac.za):

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Motivation letter, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete.

Only shortlisted candidates will be contacted and may be required to undergo a competency test.

**Telephone:** 021 650 5429

**Website:** [www.hr.uct.ac.za](http://www.hr.uct.ac.za)

**Reference number:** E18225

**Closing date:** 24 May 2018

UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>

UCT reserves the right not to appoint.