



NOTES

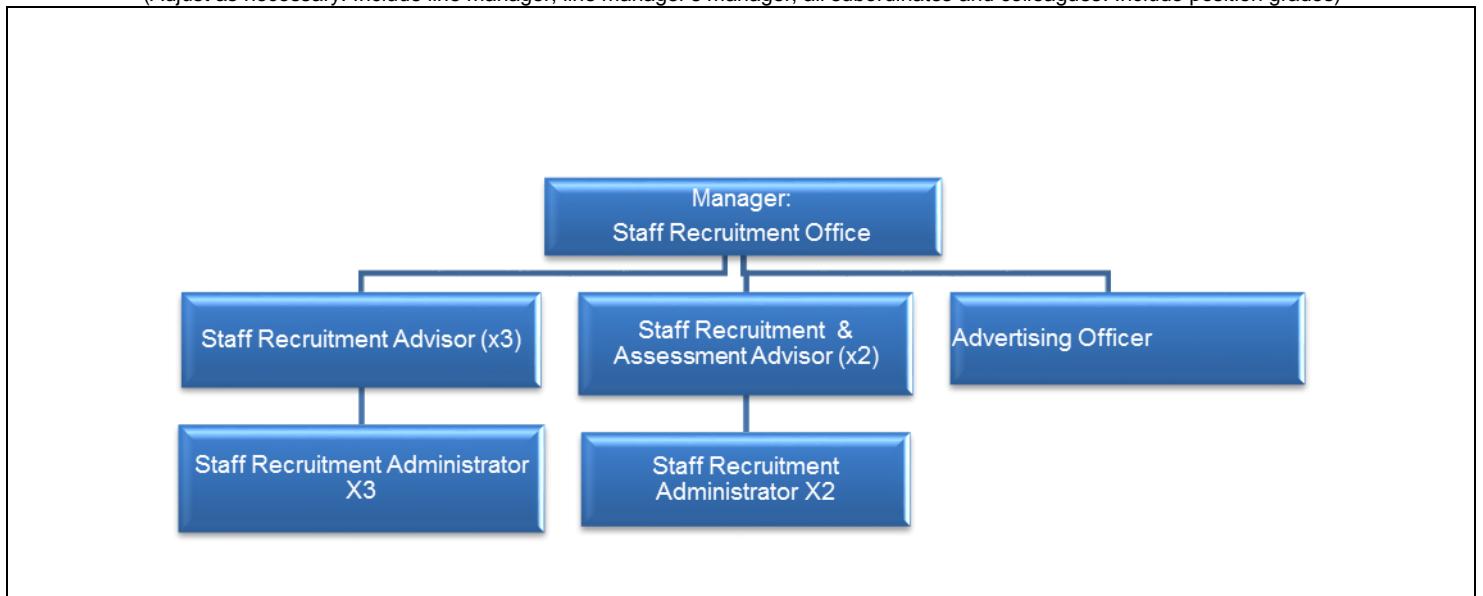
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Recruitment Advisor		
Job title (HR Practitioner to provide)	HR Specialist		
Position grade (if known)	10	Date last graded (if known)	
Academic faculty / PASS department	Human Resources		
Academic department / PASS unit	Staff Recruitment Office		
Division / section			
Date of compilation			

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is to provide a professional, comprehensive, proactive and effective 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. Management of the recruitment administrative function, including staff management

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Co-ordinate and manage professional, comprehensive, proactive and confidential recruitment and selection processes.	20%	<ul style="list-style-type: none"> Project-manage each recruitment and selection process (often multiple recruitment) Project a positive image of the University and Human Resources to internal and external stakeholders Advise and implement Human Resource policies and procedures and Recruitment best practice 	<ul style="list-style-type: none"> Implementing recruitment best practices and assessment procedures aligned with UCT's HR policies and procedures HR gains credibility with the relevant stakeholders UCT remains compliant with labour legislation Achieve a fair, equitable and transparent process
2	Provide professional and strategic advice to Executive Staff, Deans and Line Managers on recruitment policies, procedures and practices.	20%	<ul style="list-style-type: none"> Establish and build professional and credible relationships with clients by accurately advising best practice recruitment and selection methodologies. In consultation with the client, develop an understanding of the department's functions and staff requirements. Implement recruitment best practices and assessment procedures in alignment with UCT recruitment policies and procedures, consistent with related labour legislation. Advise Line Managers accordingly in order to ensure that the advertisement reflects the relevant competencies necessary for the position. 	<ul style="list-style-type: none"> Add value to the University's core business Good network of credible and positive relationships with clients Advise on appropriate future recruitment strategies Accurate, fair and legally compliant process Appointing the best possible candidate for the position Attract the appropriate pool of candidates for the job
3	Providing a professional, comprehensive and proactive committee service to selection committees as well as providing strategic advice on appropriate recruitment and selection methodologies, Employment Equity Policy, labour legislation and all recruitment issues.	20%	<p>Service selection committees and take responsibility and accountability for all aspects of the following:</p> <ul style="list-style-type: none"> Relevant competency assessments and the effectiveness of competency-based methodologies Advice on Employment Equity policy, procedures and relevant labour legislation Wording of advertisements (criteria, competencies, remuneration, Employment Equity requirements) Advertising (appropriate media, deadlines, costs and advertising policy and procedures) Setting appropriate and manageable timelines for the process. Ensuring that shortlisting and ranking of candidates is in line with the required competencies in the advertisement and Employment Equity imperatives. 	<ul style="list-style-type: none"> A fair and accurate assessment of candidates A fair and legally compliant process This will ensure an appropriate pool of candidates The department reaches the correct targeted group of discipline-related candidates Appointments are made within an agreed and timeous timeframe A fair and equitable process The department will appoint the best possible candidate and ideally meet its transformation objectives Alleviate possible labour disputes

4	Provide professional advice to candidates, and co-ordinate all arrangements pertaining to the recruitment and selection processes	10%	Responsibility and accountability for all aspects of the following: <ul style="list-style-type: none"> • Communicate with international and local candidates throughout the recruitment process, responding timeously to queries and providing them with relevant, accurate and complete information. • Arrange the pre-screening of candidates with respect to telephonic interviews, video conferences, and competency-based assessments • Arrange the formal interviews • Efficient international and national travel arrangements (flights, accommodation, transport) • Liaise with candidates regarding their visa applications, and liaise with Embassies and High Commissions in this regard • Background checks are done on candidates. • Provide appropriate feedback to candidates in line with labour legislation. 	<ul style="list-style-type: none"> • Candidates are well-informed about the position and the process • Candidates receive a positive impression of the University and the Recruitment Office which is the window to the University. • The selection committee arrives at the best possible final shortlist of candidates after an equitable process. • The shortlist candidates have the opportunity to present themselves. • Candidates arrive timeously for interviews; • Good reflection on the Recruitment Office. • International candidates able to attend interview. • There is no negative impact on the University and no tainting of the University's image. • Maintaining good relationship with candidates • Alleviate possible labour dispute and avoidance of the CCMA.
5	Manage and develop staff Recruitment Administrator	15%	<ul style="list-style-type: none"> • Coach and mentor Recruitment Administrator • Manage performance, set annual objectives and development plans. • Continuously identify and assess learning and development needs of staff member and ensure continuous service and personal improvement by providing ongoing feedback on successes and challenges • Monitor the Recruitment Administrator's performance , to ensure the smooth running of the recruitment process • Ensure that all decisions taken are implemented • Ensure that staff member is regularly informed of best practice and is aware of any developments relating to service provision 	<ul style="list-style-type: none"> • Continuous high level of service is provided to the University. • Staff member performs their functions according to the required standard. • Efficient and well-coordinated process • Efficient teamwork • Deadlines are met • Administrator is kept abreast of developments within the process • Relevant documentation is available to clients • Professional image of Recruitment Office is portrayed to clients • Developmental opportunity for administrative staff
6	Provide accurate documentation and information on recruitment and selection processes	15%	<ul style="list-style-type: none"> • Provide accurate and timeous documentation (agendas, referee reports, CVs etc) for selection committees • Accountable for the preparation of the documentation for Executive approval – this includes the recording of recruitment and selection processes. • Accountable for the preparation of the recommendation(s) of successful candidates. 	<ul style="list-style-type: none"> • Professional customer service rendered to selection committees • Proven time management • Excellent customer relationship building • Process managed efficiently • Legally compliant report of the process • Accurate reflection and recording of the discussion and decisions of committee. • EE imperatives met. • Offers to successful candidates are accurately prepared and in accordance with the decisions of the selection committee. • Professional service comes to conclusion.

MINIMUM REQUIREMENTS

Minimum qualifications	A relevant HR degree or diploma (NQF 6 level)			
Minimum experience (type and years)	<ul style="list-style-type: none"> At least five years in a recruitment environment (preferably at a similar level) A high-level 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 <p>Advantageous</p> <ul style="list-style-type: none"> Managing staff Experience at a tertiary institution Experience in coaching and advising Line Managers 			
Skills	<ul style="list-style-type: none"> Proven ability to co-ordinate diverse, complex and high-level recruitment processes and to fully service the needs of the client Ability to work in a team and independently Strong multi-tasking skills Excellent oral and written communication skills Well-developed interpersonal skills Professional customer service ethic Strong networking and relationship building skills Excellent time management, planning, coordinating and organisational skills Meticulous attention to detail Ability to work effectively within strict deadlines Ability to work and supervise in a highly pressurised and demanding environment Ability to use initiative and be accountable to the relevant stakeholders Personal accountability, responsibility and commitment Ability to assimilate and interpret information Good advising skills The ability to keep abreast with the development of recruitment practices An intermediate level of computer literacy 			
Knowledge	<ul style="list-style-type: none"> A solid understanding of 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 good working knowledge of UCT's recruitment and selection policies and best practice Knowledge of relevant labour legislation Knowledge of application processes for work permits and travel visas 			
Professional registration or license requirements	Drivers License			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)				
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Client service & Support	2	Analytical thinking & problem solving	2
	Professional knowledge and skill	1	Personal accountability & emotional intelligence	1
	Communication	1	Teamwork & collaboration	1
	Results focused	1	Planning and Organising / Work management	2
	University awareness	2	Building interpersonal relationships	2

SCOPE OF RESPONSIBILITY

Functions responsible for	<p>Provision of recruitment and selection service</p> <p>Management of the recruitment administrative function in portfolio</p>
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Amount and kind of supervision received	Broad supervision: Supervisor assigns work by broadly defining objectives outcomes, priorities and deadlines. The supervisor provides more general assistance in unusual situations that do not have clear objectives. The staff member plans and executes work. Problems and deviations are solved with reference to instructions, policies, and accepted practices. Work is reviewed for technical adequacy and conformance with practice and policy. At the higher levels, may supervise staff and have responsibility for the day to day operation of a work unit where this involves setting priorities, meeting service standards and assisting with the monitoring or review of systems, or supervise or co-ordinate staff with different areas of skill.
Amount and kind of supervision exercised	General supervision: Supervisor gives general instruction on most work, indicating generally what is to be done within parameters (limits, quality, quantity, time, deadlines, workplans, volume etc). The position holder has some limited discretion to choose between established methods and sequences provided set priorities and timetables are met. The approach to standard circumstances is covered in procedures and checked on a selective basis. Initiative is required in recurrent, obvious or typical work. Work is checked for technical accuracy and compliance with instructions or established procedures and policy. Supervision is direct and specific for new, difficult or unusual work. Incumbents will respond to simple queries and will refer unusual queries to senior staff.
Decisions which can be made	Deterministic, process, system decisions: Discretionary decisions. Clear rules, policies and practices govern decisions. In the case of less complicated decisions, it may not be necessary to consult with the manager. Incumbent decides on the appropriate deployment of applicable resources (time, human etc) in own area of responsibility. Incumbent can choose which process to use, and they know the theory behind the operations. They must decide 'how', 'where' and 'when'. These decisions are made using their own discretion. Position holder decides which routines to use where routines are not prescribed.
Decisions which must be referred	Complicated decisions would be made in consultation with the line manager. E.g. Hiring, budget, decisions outside of policy.