Vaal University of Technology
Your world to a better future

External Vacancy

DIVISION: Office of the Vice Chancellor & Principal	DEPARTMENT: Human Resources

POST: Head: Recruitment and Structure	POST NO: 7966 PEROMNES LEVEL: 07

JOB DESCRIPTION

Key performance areas included but are not limited to:

- **Recruitment Process and Documentation Coordination**
  - Check documents for advertising and appointing
  - Manage and monitor the recruitment process with regards to advertising, short listing, interviewing, placement, transfers and promotions.
  - Advise line mangers with regards to the recruitment process and changes in legislation e.g. appointment of international staff.
  - Act as the contact for enquires and requests regarding recruitment.
  - Assist auditors with queries relating to the recruitment process.
  - Approve offers (contract letters) for short-term appointments.
  - Assist line mangers with budget transfers by checking the availability of vacant budgeted posts for their respective departments.
- **Data Management**
  - Manage the uploading of all new approved positions.
  - Collaborate with Chief Accountant: Payroll by submitting the list of uploaded posts to be allocated a budget.
  - Audit all information captured on the system – appointments, linked to benefits, appointment types, post numbers and cost codes.
  - Inform the Payroll Accountant on any changes on cost codes and transfer of posts.
  - Conduct regular spot checks on employee data.

- **Staff Management**
  - Manage the Recruitment Support Team.
  - Lead and oversee all Recruitment Support Team employees to ensure service excellence as it pertains to the functions of recruitment support, data management and HR system support.
  - Train and mentor team members.

- **Oversee Data and HR Systems Management**
  - Provides leadership and management of data management and HR systems support to ensure timeous, credible and relevant information is available to assist the Executive Director: HR, line managers and HR Business Partners in making decisions.
  - Ensure that Data and HR Systems Security policy and protocol is adhered to.

- **Oversee Recruitment Support**
  - Provide leadership and management of the Recruitment Support Team to ensure support of the Centre of Excellence initiatives and HR Business Partners with regards to talent sourcing, short listing, interview guide preparation and availability of recruitment database.
  - Oversee recruitment risk management (vetting of appropriate background and reference checks).
  - Ensure Recruitment Policy adherence.
  - Identify and enforce continuous recruitment support process enhancement.

- **Reporting**
  - o Submit monthly report on activities in the Recruitment unit.
  - o Provide staff establishment reports to line managers on a regular basis.
  - o Provide reports to the Centre of Excellence as required.
  - o Provide qualitative input into the HRIS reports related to area of responsibility.

APPLICATION CRITERIA:

Qualification/Experience:

- M + 4 Human Resources Qualification or related field.
- Postgraduate qualification in human resources will be an added advantage.
- Minimum of five (5) years' experience in the field of Human Resources of which (3) three years will need to be in a recruitment setting.
- Experience in a Higher Education environment will be an added advantage.
- Experience in leading a team will be an added advantage
- Computer literacy (MS Office Suite of products – MS Word, MS Excel, MS Access, MS PowerPoint, MS Outlook, MS Visio), exposure to the use and management of a HRIS will be an added advantage. MS Excel will need to be at an advance level of competency and understanding.
- Understanding of the use of competency based interview techniques e.g. Targeted Selection will be an added advantage.

Skills:

- Excellent communication (written and verbal) skills, problem solving and decision making Skills, supervision Skills, planning and Organising skills, HR Services management, general administration skills and advance MS Excel skills.

Closing date for applications: 02 November 2018

Submit CV by hand to Carmen Titus at B103 or e-mailed to recruitment@vut.ac.za

Please Note: The application must be accompanied by a CV, identity document and ORIGINAL certified copies (not older than 3 months) of educational qualifications. Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must also submit the South African equivalent of the qualification. These qualifications are evaluated by SAQA. <u>Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. Therefore people from designated groups are encouraged to apply</u>. If you are not contacted within three weeks after the closing date, please accept that your application was unsuccessful.