

DIRECTORATE: CORPORATE AND SHARED SERVICES

POSITION : ADMINISTRATIVE OFFICER: RECRUITMENT
SECTION : HUMAN RESOURCES MANAGEMENT
REFERENCE : CSS/ARS/04/11/24
REMUNERATION : In accordance with job level 7 - 6 of Merafong City
Local Municipality (R 375 041.26 per annum, excluding benefits)

REQUIREMENTS: A relevant 3-year tertiary qualification in Human Resources Management/Personnel Management. 2 - 5 years relevant experience required. Computer Literacy; MS Office Valid drivers license.

RESPONSIBILITIES: •Developing and implementing recruitment strategies • Preparing job advertisement and ensure that they are aligned to MSR • Analysing staffing and prioritise critical vacant budgeted positions. •Post job advertisement on various media platforms. • Tracking and managing all applications. • Updating internal databases with new hire information • Source candidates through social media, job board and professional network. • Screen and review applications, resumes, and cover letters. • Coordinate in person and Teams interview with hiring managers. Administer skills assessment and background checks. • Communicate with applicants regarding status update. • Facilitate onboarding process. Analyse recruitment data to inform future strategies. • Ensuring compliance with labour laws and regulation. • Maintaining accurate records and documentation. • Maintaining physical and digital personnel records like employment contracts and appointment letters

COMPETENCIES: Core Professional Competencies •Organisational Awareness •Consulting Planning and Organising •Monitoring and Controlling •Oral and Written Communication **Functional Competencies:** HR Technology / Information Management •Strategic HR Management •HR Service Delivery **Workforce Planning Public Service Orientation Competencies:** Interpersonal Relationships • Service Delivery Orientation • Customer Orientation and Customer Focus • **Personal Competencies:** Action Orientation • Resilience • Change Readiness • Problem Solving .