



National Student Financial Aid Scheme

Job Specification & Recruiting Profile of Vacancy

10 June 2019

The following vacancy exists at NSFAS in Cape Town.

Position	Lead Recruitment and Selection	Type & Grade	Fixed Term Contract (Grade 13)
Vacancy No	95 of 2019/20	Department & Unit	Human Resources

POSITION OVERVIEW:

The purpose of the job is to determine organisational staffing needs, produce forecasts, develop talent acquisition strategies and hiring plans, lead employment branding initiative and manage the recruitment and selection process

RESPONSIBILITIES:

Recruitment

- Draft and implement the NSFAS Recruitment strategy.
- Oversee the recruitment for all levels within the organisation
- Lead targeted management and executive searches.
- Determine current staffing needs and produce forecasts.
- Stay abreast on innovative recruiting trends and practices.

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- Draft Recruitment policies, practices and standard operating procedures which are compliant with relevant legislation.
 - Provide input, guidance and strategic direction on all activities related to talent acquisition.
 - Develop recruitment metrics.
 - Ensure continuous improvement in all Recruitment matters.
 - Support the refinement and development of back-end recruitment systems in partnership with the IT team.
 - Build and maintain a network of potential candidates through pro-active market research and on-going relationship management.
 - Draft and lead employment branding initiatives.
 - Draft SLA's with internal clients and monitor adherence to these SLA's
 - Draft and implement measures to ensure a positive candidate experience.

Stakeholder Relations

- Serve as expert Recruitment advisor to HR Practitioners and managers.
- Manage Recruitment service providers.
- Conduct training for recruitment panel members.

Risk Management

- Draft and maintain Recruitment risk register.
- Mitigate existing Recruitment risks as per risk register

Service Unit Management

- Draft and execute Recruitment Operations Plan.
- Drive and monitor service unit performance.
- Manage individual performance in accordance with HR requirements.
- Ensure that team members are adequately capacitated to deliver on their required outputs.
- Manage service unit budget.
- Manage service unit employee relations in accordance with HR prescripts.

DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- Honours' degree in Human Resources, Industrial Psychology or related field.
 - At least 10 years' proven experience as a Recruitment Specialist or Manager, of which at least 5 years' must be at senior management level
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- Sound knowledge of relevant legislation including the Labour Relations Act.
 - Knowledge of Public Financial Management Act.
 - Expert knowledge of recruitment practices.
 - Expert knowledge of Applicant Tracking Systems (ATS) and databases
 - Experience in full-cycle and digital recruiting, sourcing and employment branding
 - Functional knowledge and understanding of all selection methods, interview techniques and evaluation methods
 - Proficiency with social media, resume databases and professional networks

Beneficial skills and experience:

- Postgraduate Business Qualification
- Masters' degree

Core Competencies:

- Analytical skills
- Excellent communication (verbal and written) skills
- Conflict resolution skills
- Negotiation skills
- Flexible thinking
- Managing resources
- Teamwork and team leadership
- Change management skills
- Client focus
- Diplomatic sensitivity
- Influence
- Emotional intelligence
- Resilience
- Service orientation/customer service (appreciation of levels of disadvantage, social awareness)

Computer skills required:

- MS Word – Intermediate
 - MS Excel – Intermediate
 - MS Power Point – Intermediate
 - MS Outlook – Intermediate
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REMUNERATION & BENEFITS

Remuneration Package:

R 1 005 063 to R 1 183 932 per annum

Total Cost to Company per annum inclusive of all benefits and company contributions.

PLEASE NOTE

Closing date: 24 June 2019

Interested applicants should send detailed Curriculum Vitae, copies of academic qualifications and names of three contactable referees to Ms. Nokulunga Mtse via email jobs@nsfas.org.za. NSFAS do not consider late applications. Staff on Leave must ensure that they check the NSFAS portals for advertised vacancies and familiarize themselves with the respective closing dates. NSFAS only corresponds with Shortlisted Candidates. If you do not hear from NSFAS within 2 months of the closing date, please consider your application unsuccessful.

** NSFAS committed to employment equity. Preference will be given to candidates who improve employment equity considerations **

“NSFAS is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the organisation through filling of this position and candidates whose appointment will promote representivity will receive preference.”

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