



INTERNAL / EXTERNAL ADVERTISEMENT		
DIVISION: HUMAN RESOURCES 16 February 2021		
REFERENCE NUMBER	POSITION: 4 MONTHS FIXED TERM CONTRACT	NUMBER OF VACANCIES AVAILABLE
CS: 05/2021	RECRUITMENT SPECIALIST ALL INCLUSIVE MONTHLY REMUNERATION R20 000.00 PM	1

MICT SETA seeks to employ a suitably qualified and competent **Recruitment Specialist**; the incumbent will be fully responsible for the outcomes of the recruitment process. The key outcomes being: timeliness of hiring and quality of delivered candidates.

The successful incumbent will be based at Head-Office in Midrand and will report to the **Manager: Human Resources**.

MINIMUM REQUIREMENTS:

- Minimum National Diploma in HR management or related field
- At least 2 years' experience as a recruiter
- Demonstrable experience in utilising innovative means of recruiting
- A thorough understanding of the SETA environment

TECHNICAL COMPETENCIES

- Excellent MS Office skills
- Good administrative skills
- Interviewing Skills
- Basic Analytical Skills
- Attention to detail
- Administration Skills
- Effective written and verbal communication skills

BEHAVIORAL COMPETENCIES

- Professionalism
- Confidentiality

- Deadline driven
- Rational thinking
- Good interpersonal skills

ROLES AND RESPONSIBILITIES

Recruitment and Selection

- Reaching the defined targets for filling vacant positions
- Full execution of the recruitment process (including compiling of recruitment memorandums, preparing of adverts, job posting, screening of applicants, job interviewing, candidates vetting, regular communication with candidates and managers) including all recruitment administration
- Administers job interviewing schedules for all job vacancies
- Manages posting of job vacancies on the best performing recruitment channels (responsiveness, quality and costs)
- Explores the new recruitment channels and gives recommendations on the best possible
- Execution of the recruitment social media communication, in conjunction with marketing and communications department
- Monitors the job market and prepares analyses and summaries of the main job market movements
- Preparation of the recruitment plan and the budget
- Reports the progress on assigned job vacancies on a regular basis, communicates early warnings and provide the regular feedback on the recruitment process
- Compilation of interview reports and offer letters, contracts of employment
- Facilitation of on-boarding processes

Application:

CVs and certified qualifications of suitably qualified persons must be forwarded to the Human Capital Division for the attention of: Mr. Bassanio Gilbert (Recruitment@mict.org.za) by no later than **25 February 2021**. Queries may be directed to 011-207-2611.

Should candidates not hear from us 30 days after the closing date of applications, they should consider their application unsuccessful. Please note this is an open position.



White, Indian, Coloured and people with disabilities are highly encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.