

JOB DESCRIPTION

REFERENCE NUMBER: AP 987

JOB TITLE: Talent Acquisition Manager

LOCATION: Alice, Bisho and East London

BACKGROUND TO POSITION: The Talent Acquisition Manager will be responsible for managing the recruitment portfolio at the University of Fort Hare.

The ideal candidate for the Talent Acquisition Manager role will have strong recruitment and professional development experience within a higher education environment. You must have excellent interpersonal and communication skills, and a positive and proactive attitude. The Talent Acquisition Manager must be able to work effectively with people of all levels and have the gravitas and confidence to make recommendations and decisions. You must be able to work effectively on your own and as part of a team.

You are the Talent Acquisition Manager we are looking for if you:

- Have managed a great team across various environments
- Have a proven track record of growing and delivering an in-house recruitment and talent acquisition service
- Are experienced in efficient and effect candidate sourcing and talent pipelining across various methods
- Are competent in using social media and creative advertising channels to recruit
- Have extensive process management experience, built positive client relationships and good people skills
- Are a creative thinker in providing innovative and accessible recruitment services.

KEY PERFORMANCE AREAS:

- Design recruitment strategies
- Working with partners to design and implement recruiting plans;
- Establishing and maintaining relationships with

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search companies;

- Running the graduate training programme, from recruitment to inductions to bi-annual appraisals;
- Ensuring the university's compensation packages are competitive;
- Keeping abreast of legal requirements and regulations;
- Oversee the induction process for the university.

INHERENT CRITERIA:

- Master's qualification in Human Resources, Business, or a related field required
- 7 years' experience in recruitment with 3 years at a management level

APPLICATION REQUIREMENTS:

- A letter of motivation.
- A comprehensive CV.
- An abridged CV.
- Names and contact details for at least 3 referees.
- Certified copies of matric and degree certificates and Identity Document.

To apply please forward your application quoting reference number **AP987** to Genevieve Michel c/o ufh7@talenting.co.za