

RECRUITMENT OFFICER

**Salary: (T11/C3) R28 970.97
per month (Basic Excluding
benefits)**

JOB PURPOSE

- Ensure the recruitment of appropriately qualified, skilled candidates to meet current and future needs of the company.
- Coordinate staff recruitment programs and related initiatives on behalf of the JM with the aim of attracting the best possible pool of candidates.
- Provide specific advice and assistance as requested to all JM staff employees regarding such issues as employment and/or employment contracts, induction and orientation and any other queries.

DUTIES AND RESPONSIBILITIES

- Analyze workforce planning and staffing needs within the company and devise successful recruitment programs
- Support line managers and department heads by providing assistance regarding processes to have vacancies filled and to ensure correct candidates are appointed to the vacant positions
- Work with Line Managers and Department Heads to ensure compliance with the JM's diversity goals and objectives
- Coordinate hiring requisitions from line managers for processing
- Monitor that hiring requests are for approved positions in the structure and funding is confirmed by budget office.
- Draw up job adverts and identify relevant channels for distribution
- Ensure that vacancy announcements are posted speedily and regularly through internal and external channels and appropriate media
- Send out job specifications to recruitment agents
- Receive CV's of potential candidates from recruitment agents and screen through them
- Generate schedule of all applications received for record purposes.
- Ensure that supportive documentation in case of specialist vacancies have been received
- Conduct first line screening interviews with potential candidates and present to requesting manager
- Coordinate and arrange all logistics for interviews with relevant managers and candidates
- Ensure communication with organized labour on interviews as required
- Ensure confidentiality of all interview documentation and report breaches to supervisor

*Allocated
16/04/2024*



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PO Box 86007
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DUTIES AND RESPONSIBILITIES

- Liaise with relevant stakeholders e.g. recruitment agencies, line managers, the Shareholder and City entities as necessary
- Guide and assist department heads and line managers with staffing functions including preparation of various HR forms in compliance with company policies and procedures and/or collective bargaining agreements
- Ensure resolution of all AG and IA findings on recruitment
- Compile and submit all required reports within set timeframes
- Perform miscellaneous job-related duties as assigned

QUALIFICATIONS

- B Degree / B tech / National Diploma in HR / Social Sciences
- Minimum of 3 years relevant experience

Joburg Market is an equal opportunity employer. All appointments will be made in accordance with Joburg Market Employment Equity Policy. Joburg Market reserves the right not to make appointment

Email to: ROfficer@joburgmarket.co.za

Please note all CV's must have the following

Attachments: Cover Letter, certified copy of ID, and supporting qualifications, if not attached your application will be rejected. **NO APPLICATION FORMS MUST BE COMPLETED**

By submitting your application for a position at Joburg Market, you are consenting that the personal information submitted as part of your application may be used for the purposes of Recruitment and Selection and related process.

Please take note that if you are not contacted after 4 weeks of closing date; consider your application as unsuccessful.

N. B. Applicants from Indian, Coloured and White population Groups are encouraged to apply.

The closing date is 30th April 2024 at 12:00 pm.

W. J. J. J. J.
16/04/2024