

JOB TITLE

Local Recruiter

THIS POST REPORTS TO

Programme Manager

BACKGROUND

The Local Recruiter is responsible for delivering all facets of recruiting for the PEPFAR partners. This will be achieved through the development of local recruiting plans, employing traditional sourcing strategies and resources as well as developing new, creative recruiting ideas. The Local Recruiter will play a critical role in ensuring the hiring of the best possible talent.

Primary Objectives:

- Develop and execute recruiting plans.
- Network through industry contacts, associated employment agencies, trade groups and employees.
- Administrative duties and recordkeeping.

Develop and Execute Recruiting Plans

- Ensure receipt of accurate job descriptions
- Lead the creation of a recruiting and interviewing plan for each open position.
 - Efficiently and effectively fill open positions in line with the requirements of the Department of Health and their particular strategies.
 - Ensure alignment with DOH remuneration packages
- Conduct regular follow-up with manager to determine the effectiveness of recruiting plans and implementation.
- Develop a pool of qualified candidates in advance of need.
- Research and recommend new sources for active and passive candidate recruiting.
- Build networks to find qualified passive candidates.
- Post openings in newspaper advertisements, with professional organisations, and in other position appropriate venues.
- Utilise the Internet for recruitment.

Administrative Duties and Record Keeping

- Manage the use of recruiters and headhunters.
- Review applicants to evaluate if they meet the position requirements.
- Conduct pre-screening interviews
- Maintain all pertinent applicant and interview data
- Assist in performing reference and background checks for potential employees.
- Assist in writing and forwarding rejection letters.
- Assist in interviewing and selecting employee's onsite.
- Assist in preparing and sending offer packages.
- Assist in preparing and sending new employee orientation packages.
- Perform other special projects as assigned.

Required Knowledge, Skills and Abilities:

- Experience with recruiting. Recruiting in an NGO or Healthcare environment a bonus
- Passion and heart for healthcare and to see healthcare improve in S.A.
- Proven candidate sourcing and relationship building skills.
- Excellent computer skills in a Microsoft Windows environment.
- Effective oral and written communication skills.
- General knowledge of various employment laws and practices.
- Excellent interpersonal skills.
- Ability to work with various departments and foster teamwork.
- Ability to work independently with minimal supervision.
- Skills in database management and record keeping.
- Ability to maintain the highly confidential nature of human resources work.
- Excellent organisational skills.
- Must be able to identify and resolve problems in a timely manner.
- Gather and analyze information skilfully.
- Demonstrate resourcefulness and initiative in dealing with daily assumptions.

Education and Experience:

- A bachelor's degree or equivalent in experience.
- One to two years of human recruitment and human resources experience required

Starting date: 1 March 2012

Interested applicants C.V.'s and motivation to be e-mailed to olivia@actionappointments.co.za

Closing Date : Open

Only shortlisted candidates will be responded to.