



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

HUMAN RESOURCES DEPARTMENT

Sefako Makgatho Health Sciences University (SMU) is on a renewal path with exciting and unique opportunities to shape the training of medical and other health professionals, and scientists in general. We are on a vigorous campaign to attract top talent to join our exciting journey, as reflected in the opportunity below.

Manager: Talent Acquisition & HR Administration

Ref: 2/2024/BGM//P7

The University is looking for an energetic and dynamic individual who has the passion and influence to project the University's brand to attract top talent and imbue confidence. He/She will manage the University's talent acquisition and general HR administration including management of employee files, working closely with the Human Resources Business Partners (HRBPs) to ensure quality in the University's recruitment process and practices. The incumbent will report to the Deputy Director: Client HR Liaison, and must meet the requirements and competencies, and be responsible for the following key performance areas below:

REQUIREMENTS

- Degree in Human Resources or Industrial Psychology or equivalent qualification (NQF7)
- Studying towards an honours degree an advantage
- Six (6) years' experience in a recruitment and selection function/ talent acquisition
- Experience in having run a research and selection Unit will be an added advantage
- Two (2) years managerial/ leadership experience
- Knowledge and experience in any HR Information system (ITS, ORACLE, PeopleSoft, etc)
- HR experience in a Higher Education Environment will be advantage
- Membership with South African Board of Personnel Practice (SABPP) will be an added advantage
- Computer literacy, with a sound knowledge of MS Word, MS Excel, and Internet

COMPETENCIES

- Technical/professional knowledge and skill
- Excellent communication skills (written and oral)
- Good interpersonal skills with the ability to build strategic alliances and partnerships
- Ability to maintain strict confidentiality
- Client service orientation
- Act professionally in all circumstances
- Ability to work under pressure
- Problem solving ability
- Personal impact, stature and credibility

- Aligning performance to success
- Facilitating change
- A team player

KEY PERFORMANCE AREAS

- Assists Deputy Director: Client HR Liaison in compiling a detailed talent acquisition master plan of work to be completed with deadlines
- Stays abreast of allocated planned recruitment events and deadlines
- Coaches, guides and assists the HR team and Line Managers in quality recruitment
- Liaise with media platforms to secure space for advertising SMU adverts, including adhering to the University procurement process
- Administrates the advertising process (screening and short-listing process and the pre-interview process)
- Support HR Business Partners with interviews, and to confirm and ratify standards and protocols with HRBPs
- Performs all required post-interview administration (preparing offers, rejections, employment contracts, etc)
- Maintains a monitoring schedule reflecting the recruitment activities for each position from inception.
- Executes HR Administration and data entry for all client transactions (onboarding, leave update, claims and expenses updates, update exits and transfers, etc)
- Executes HR Payroll administration by ensuring that payroll submission deadlines are met every month (academic, overtime and standby claims, etc)
- Performs document administration and management (update system information, etc)
- Liaison with the human resource information system to provide data and reports
- Ensure proper execution of Injury on Duty and UIF administration
- Generate and submit customized ITS reports to HRBPs
- Support DD in preparing quarterly and annual recruitment reports for senior management
- Ensures compliance with the University's safety and health policies and procedures
- Contribute to the overall development of SMU, and actively improve institutional culture
- Perform any other duties assigned by the Line Manager

Closing date: 17 March 2024

Applications from Employment Agency will not be considered.

Typed applications (**quoting the reference number**) which should contain a comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of Ms MM Makgati, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or e-mail applications in MS Word and PDF format, to hr.recruitment2@smu.ac.za

The applications may also be posted OR hand delivered to (place in the application box):

Human Resources Department, 5th Floor, Clinical Pathology building, Sefako Makgatho Health Sciences University, Molotlegi Street, Garankuwa, OR Human Resources Department, P. O. Box 68, MEDUNSA, 0204.

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

Telephonic enquiries regarding conditions of service: (012) 521-4393.

The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.

Correspondence will be limited to short-listed candidates only. Applicants who have not been

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contacted within 30 days of the closing date must consider their applications as unsuccessful.

The University reserves the right not to make an appointment.

Final