



Job Title	Recruitment Manager
Location	Meadowdale, Johannesburg
Industry	FMCG
Salary	± R 54K p/month (± R 650K p/annum)

Responsibilities

Manage Recruitment Process Time Split 60%

Outputs to deliver this accountability:

- Meet with line managers on at least an annual basis to advise them on their manpower planning.
- Source tools for capacity planning and advise the line on how to use them.
- Together with line, determine the tactics for recruitment of each role including which vendors to use for external recruitment once internal processes have been completed.
- Review applicant CV's and shortlist for line managers to interview.
- Participate in interviews with the recruiting line manager.
- Assist line manager with the recruitment authorisation process by completing available headcount checks and assisting with the preparation of requests for additional headcount.
- Monitor the line adherence to employment equity targets set for their areas and provide advice for the development of transformation plans for the areas.
- Ensure that all pre-employment screening is completed prior to offers of employment being issued for new employees.
 - Review adverse risk assessments and create recommendations to the Head of HR to decline/approve.
 - Educate line managers on the importance of risk assessment.
- During the recruitment process, educate line manager on determined pay strategy.
 - On request, obtain market data for the roles from Mercer/Comp and Benefits and interact with candidates during the salary negotiation process.
- Issue instructions to the HR Administrator to issue offers of employment for standard contracts.
 - Escalate any non-standard requests to the Head of HR for approval.
 - Check offer letters for correctness before distribution to the candidates.



- Monitor effectiveness of functional induction and form part of the functional induction rotation to ensure that new employees understand HR requirements in their new roles.
 - Ensure that requirements and best practice for functional induction is understood by line managers.
- Ensure all the necessary governance documents and SA legislation is adhered to for all new hires.
- Oversee the compilation of all new employee documents and ensure files are compiled per employee.
- Ensure Line Managers are trained on the Success Action for Winning (SAW) recruitment processes and are utilising the processes for recruitment.
- Review new Hires assessments to ensure fit.
- Manage recruitment vendors according to stipulated processes.
- Manage the temporary workforce according to temporary staff legislative requirements via the temp service providers.

Build the Recruitment Function

Time Split 40%

- Source, setup and implement new alternative channels for recruitment such as use of the website and graduate campus days.
- Train Line Managers on use of these alternative channels.
- Develop and implement plans to improve the recruitment capability (interviewing, assessment and selection skills) of Line Managers.
- On an annual basis, assist line managers to collate recruitment training needs for their areas and check back against a sample of personal development plans as identified in the Performance Development discussion.
- Based on feedback from line managers and employees, recommend changes to training approaches or recruitment training & vendors to the Head of HR and Learning and Development Manager.
- Together with the Head of HR, create a proactive pipeline of candidates for new vacancies to ensure there is no disruption to business.
- Continuously refine and improve the recruitment process with the Head of HR.
- Advise Line Managers on the best approach/channel for their recruitment need.



Formal Learning Required

Qualifications Bachelor degree e.g. BCom, Industrial Psychology

Preferred Post graduate qualification

Experience

Required At least 5-7 years' experience in a similar role

Some generalist HR experience (1-2 years)

Skills and Knowledge Required

Advanced Level Negotiating and Influencing

Communication Skills

PC Literacy (MS Excel, Word, PowerPoint, MS Project)

Facilitation and Presentation skills

Report Writing

Intermediate Level Risk Management