

The College of Cape Town, a preferred Technical Vocational Education and Training provider, is committed as an Institution of Excellence to develop the potential of its students, through quality Education and Training in response to the country's skills development needs.

We hereby invite applications from suitably qualified persons for the following:

**NON ACADEMIC CONTRACT POST**

<b>SALARY LEVEL 5</b>	<b>Post Reference number</b>
<b>Salary: R 173 703 per annum (Plus Benefits)</b>	
<b>RECRUITMENT OFFICER</b>	<b>RO/1/2020</b>

**RECRUITMENT OFFICER CONTRACT**

**SALARY LEVEL 5**

**Salary: R 173 703 per annum (Plus Benefits)**

<b>RECRUITMENT OFFICER CONTRACT</b>	<b>RO/1/2020</b>	<p><b>Minimum requirements:</b></p> <ul style="list-style-type: none"> <li>• Matric plus a tertiary qualification in Human Resource Management or related field.</li> <li>• Minimum 2 years' experience in Recruitment and Selection</li> <li>• Strong knowledge of recruitment and selection in the public sector</li> <li>• Knowledge of Premier/VIP System would be advantageous to the applicant</li> <li>• Computer literacy in MS Office (MS Excel, MS Word and PowerPoint)</li> <li>• Fully bilingual in at least 2 official languages (English plus Afrikaans/Xhosa)</li> <li>• Valid Code B driver's license (Compulsory)</li> <li>• Excellent communication skills (written and verbal)</li> <li>• South African Citizenship</li> </ul> <p><b>Key Performance Areas:</b></p> <ul style="list-style-type: none"> <li>• Provide administrative support in execution of the Recruitment and Selection process including drafting adverts, advertising and response handling</li> <li>• Prepare for and organize interviews and assessments including shortlisting process</li> <li>• Prepare relevant paperwork for new appointments including, offer letters, contracts etc,</li> <li>• Engaging with Advertising and Recruitment Agencies</li> <li>• Report writing – Recruitment and Selection</li> <li>• Loading of new appointments on HR/VIP or PERSAL systems</li> <li>• Extension of contracts</li> <li>• Payroll submissions</li> <li>• General administration, i.e. Filing and capturing</li> </ul>
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**CLOSING DATE: 14 FEBRUARY 2020**

**PLEASE SEE MINIMUM REQUIREMENTS AND KEY PERFORMANCE AREAS ON THE WEBSITE  
IF APPLYING FOR MORE THAN ONE POST, KINDLY SUBMIT A SEPARATE APPLICATION FOR  
EACH**

**Please refer to the key performance areas for each post and submit application/s as follow/s:**

1. Application form, available on [www.cct.edu.za](http://www.cct.edu.za)
2. Covering letter stating the reference number of the specific post you apply for
3. Detailed CV with at least 2 recent contactable references
4. Certified copies of matric (Grade 12) certificate, qualifications, academic records/transcripts, ID and valid driver's license.

**Applications will NOT be considered if:**

- The required documentation is not submitted and/or is received after the closing date.
- It is e-mailed or faxed.

**Hand deliver:** The Recruitment Officer, Human Resources Unit, College of Cape Town, 334 Albert Road, Salt Rivier 7925 **OR Post to:** The Recruitment Officer, HR Unit, P.O Box 1054, Cape Town 8000.

**Enquiries:** Siphokazi Sangqu/Samantha Valelo (021) 404 6710/61

**The College of Cape Town will consider all applications in terms of its Employment Equity plan and is committed in maintaining diversity in its appointments. The College of Cape Town reserves the right not to make an appointment. *If you have applied for any of these positions before, please note you have to re-apply.* Should you not have been contacted within 60 days of the closing date, you may consider your application as unsuccessful.**