

PERMANENT NON-ACADEMIC POSTS

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:

SALARY LEVEL 7	Post Reference number
<u>Salary: R 257 508 per annum (Plus Benefits)</u>	
HR ADMINISTRATOR	HRA/1/2020
SALARY LEVEL 5	Post Reference number
<u>Salary: R 173 703 per annum (Plus Benefits)</u>	
RECRUITMENT OFFICER	RO/1/2020

CLOSING DATE: 20 MARCH 2020

HUMAN RESOURCE ADMINISTRATOR		
<u>SALARY LEVEL 7</u>		
<u>Salary: R 257 508 per annum (Plus Benefits)</u>		
HR ADMINISTRATOR	HRA/1/2020	<p>Minimum requirements:</p> <ul style="list-style-type: none"> • Matric plus a tertiary qualification in Human Resource Management or related field. • Minimum 3 years' experience in HR field • Knowledge of HR Policies and procedures • Knowledge of PERSAL systems • Knowledge of the Legislative frameworks including amongst others Public Services Act, Public Finance Management Act, Treasury Regulation, Resolutions of Relevant Bargaining Councils, PILIR, Performance Management and Development System (PMSD) Labour Relations Act, Employment Equity Act and other HR legislation and prescript. • Ability to manage HR data and provide analysis of that data. • Computer literacy in MS Office (MS Advanced Excel, MS Word and PowerPoint) • Fully bilingual in at least 2 official languages (English plus Afrikaans/Xhosa) • Valid Code B driver's license (Compulsory) • Good communication skills, report writing skills, negotiation skills, problem solving, conflict resolution and ability to work under pressure. • South African Citizenship <p><u>Key Performance Areas:</u></p> <ul style="list-style-type: none"> • Implement conditions of service including leave, housing (GEHS and VIP), IoD, Pension, Medical Aid, long service recognition, Service terminations, general PERSAL Administration, Allowance, PERSAL/BAS reconciliation with Finance etc. • Provide administrative role to Performance management and development system (PMDS) and IQMS • Provide administrative support on staff leave including leave reports, credits and salary printouts, leave reconciliation etc. • Process appointments, transfers, promotions and movements on the PERSAL system • Attend to queries presented to HR and carry out lawful instructions and daily tasks allocated by supervisor

RECRUITMENT OFFICER

SALARY LEVEL 5

Salary: R 173 703 per annum (Plus Benefits)

RECRUITMENT OFFICER	RO/1/2020	<p>Minimum requirements:</p> <ul style="list-style-type: none">• Matric plus a tertiary qualification in Human Resource Management• Minimum 2 years' experience in Recruitment and Selection• Minimum 2 years' working experience in conducting Competency Based Interviews• Premier/VIP System would be advantageous• Computer literacy in MS Office (MS Excel, MS Word and PowerPoint)• Fully bilingual in at least 2 official languages (English plus Afrikaans/Xhosa)• Valid Code B driver's license (Compulsory)• Excellent communication skills (written and verbal)• South African Citizenship <p>Key Performance Areas:</p> <ul style="list-style-type: none">• Execution of the Recruitment and Selection process such as new appointments, resignations, placing of adverts, shortlisting and interviews• Report writing – Recruitment and Selection• Setting up of outcomes-based interview guides• Engaging with Advertising Agencies• Loading of new appointments on HR/VIP system• Extension of contracts• Payroll submissions• General administration, i.e. Filing and capturing
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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
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 River 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.