



Job Profile - Assistant Human Resource Officer- Recruitment - Job Grade 8

Job Purpose

Support the Recruitment Officer in the recruitment and selection processes of the Secretariat.

Duties and Responsibilities

- Document the overall recruitment and selection processes by completing forms, reports, logs, and records.
- Assist with liaising with Directorates and units to determine staffing requirements
- Utilise internal systems to advertise job vacancies as appropriate.
- Work with the Recruitment Officer longlist applications and prepare shortlisting matrix related to job criteria.
- Collate all short listed applications and prepare summary
- Prepare information pack on each shortlisted candidate for interview panel
- Schedule interviews and make logistics arrangements for interview sessions
- Assist the Recruitment Officer in coordination with hiring Managers in the screening, interviewing, and testing of applicants.
- Contact applicants to gather additional information from them as and when required during the recruitment process
- Verify prior employment records of applicants and prepare background checks (by contacting previous employers or references)
- Draft offers of appointment letter and contracts
- Assist in the coordination of the logistical arrangement for new staff in the onboarding program.
- Provide general and ad hoc support to the Recruitment Officer as required.
- Research and adopt best practices in own specialised area of work and maintain high level of knowledge in order to effectively undertake the duties of the post.
- Perform any other duties as may be assigned by the supervising officer.

Position Requirements

Qualifications

- At least a Degree in Human Resources Management, Business or Public Administration, Social Sciences or closely related field.
- Master's degree in a relevant discipline will be an added advantage.

Specialised Knowledge

- Knowledge with HRM processes, policies, strategies, etc.
- Knowledge in recruitment and selection principles and practices.

- Proficient in the use of computers and computer software relevant to the position.

Experience

- At least of 5-7 years' work experience in human resource management, three (3) of which should be in recruitment.

Professional Certification

- Member of an HR Professional body

Skills Requirements

- Communication skills
- Interpersonal skills
- Networking and relationship building skills
- Organisational skills (planning, time management, work prioritisation)
- Research, analytical and problem-solving skills

Competency Requirements

- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Compliance with rules, regulations, processes and procedures
- Conceptual and practical thinking
- Customer focused / stakeholder management
- Demonstrate ability to work independently
- Adaptable to change
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Professionalism and adherence to good work ethics (integrity, dependability, punctuality, etc.)
- Willingness to learn and improve on a continual basis
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player

NOTE

Gender Mainstreaming

SADC is an equal opportunity employer and particularly encourages applications from Male candidates.