



## **Job Profile**

### **Short-term Assistant Human Resources Officer (Recruitment)**

#### **Primary Purpose of the Job**

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

#### **Duties and Responsibilities**

##### **Recruitment and Selection**

- Document the overall recruitment and selection processes by completing forms, reports, logs, and records.
- Assist the Recruitment Officer in the screening, interviewing, and testing of applicants:
  - File incoming applications
  - Work with the Recruitment Officer to screen out applications that do not meet the minimum criteria
  - Collate all short-listed applications and prepare summary
  - Contact applicants to gather additional information from them as and when required during the recruitment process
  - Prepare information pack on each shortlisted candidate for interview panel
  - Schedule interviews and make logistics arrangements for interview sessions
  - Verify prior employment records of applicants and make background checks (by contacting previous employers or referees)
  - Contact applicants to inform them of the outcome of interviews
  - Assist the Recruitment Officer in obtaining temporary staff as required by directorates and units.
  - Assist the Recruitment Officer in preparing new hires for orientation.
- 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.

#### **Education**

At least a Degree in Human Resources Management or related field

#### **Professional Certification**

None required

## **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 5 years' work experience in human resource management

## **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
- Demonstrate ability to work independently and without too much close supervision
- Flexible and 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