



Job Profile
Senior Manager: Talent Acquisition

JOB INFORMATION SUMMARY	
JOB TITLE:	Senior Manager: Talent Acquisition
REPORTS TO:	GM: HR Services and Operations
PROPOSED PATERSON JOB GRADE:	D - Band
OCCUPATIONAL LEVEL	Management
FUNCTIONAL AREA:	HR Services and Operations
COMPANY:	PIKITUP SOC (Ltd)
LOCATION	Pikitup Head Office Johannesburg

ROLE PURPOSE
To enable Pikitup to achieve its strategic and operational goals by identifying and driving a talent strategy across all parts of the business with the aim of attracting, sourcing, selecting and appointing qualified, experienced and motivated human resources to enhance overall business performance and service delivery goals.

ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
<p>a) Ensure the appropriate strategies, business plans, policies and procedures are developed, approved, communicated to the relevant stakeholders and implemented so that the Departmental strategic imperative are met.</p>	<ul style="list-style-type: none"> • Researching, recommending and implementing procedures, systems and processes in line with relevant legislation, policies and agreement; • Reviewing, recommending and implementing relevant policies, guidelines and/or operational regulations so that effective regulatory mechanism are in place for the Unit; • Communicate all Talent Acquisition policies, procedures and processes to HR Divisions, Line Managers and all employees; • Evaluate and give feedback of effectiveness and viability of procedures, systems and processes; • Establish and maintain linkages between the Talent Acquisition unit and other HR department functions to ensure uniformity in the application of policies and procedures • Develop, implement and plan effectively to meet business demand.
<p>b) Lead and manage the Talent Acquisition related activities at Pikitup.</p>	<ul style="list-style-type: none"> • Develop a recruitment strategy. This may include job posting optimization, recruiting marketing channel development, job board procurement, digital and non-digital employment marketing, comprehensive recruitment campaign planning, talent planning, etc. • Manage the entire recruitment process and life-cycle, including approving minimum design and specifications for inclusion into job advertisement advertising, screening, initial assessments, interviews, verification and offers.



ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
	<ul style="list-style-type: none"> • Create a client service culture in the Talent Acquisition Unit • Work in partnership with hiring executives and managers to assist with recruitment efforts. • Drive legislative and internal compliance within unit and across Pikitup • Fulfil requirements of service level agreements. • Engage with stakeholders regarding current and future workforce and recruitment needs. • Promote Pikitup as an employer of choice. • Ensure transformational targets are met. • Monitor data on recruitment performance, including turnaround times, client service and quality, report to the GM and HR Executive and take action to correct and improve team performance. • Monitor recruitment service supplier performance and provide feedback to stakeholders. • Manage new employee on-boarding process per the on-boarding checklist. • Provide recruitment counsel and guidance to hiring managers and HR professionals • Prepare periodic reports for Exco and Board with hiring and employment data. • Develop appropriate standard documentation and practices to facilitate zero error Recruitment and Selection for Pikitup.
<p>c) Lead and direct staff within Talent Acquisition division.</p>	<ul style="list-style-type: none"> • Ensure that the recruitment team provides a first-class service and innovative recruitment solutions, supporting a culture of continuous improvement. • Ensure that the recruitment team adheres to agreed service level agreements. • Implement performance agreements, ensure a clear vision, agree on goals and objectives, provide regular feedback on performance, recognise and reward achievement and take appropriate corrective action where required • Define and adjust the role boundaries, workflow processes and job design against laid down service delivery requirements; • Determine staffing levels and prepare motivations for the filling of vacancies to complement functional objectives and requirements; • Conducting appraisals to measure performance against agreed objectives, counselling and consulting with staff on developmental goals, career paths, targets and standards; • Monitor quality of recruitment activities by reviewing performance of team against best practice metrics.
<p>d) Promote and monitor Service Level Agreements (SLA) adherence with service providers, departments and other stakeholders.</p>	<ul style="list-style-type: none"> • Oversee the implementation, review and management of contracts with all internal and external stakeholders to assist in carrying out the functions of the support service within the HR department; • Ensure that SLA are drawn up with all external suppliers recruitment activities • Define the Unit service level requirements with internal and external



ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
	suppliers; <ul style="list-style-type: none"> Resolve problems with the external service providers; Monitor progress, statement for services, payments, and schedules on all external service provider contracts.
e) Implement Talent Acquisition communication strategy aimed at creating awareness and keeping all stakeholders fully informed.	<ul style="list-style-type: none"> Disseminate information through publication and presentations outlining critical Talent Acquisition interventions, scope, coverage and benefits; Participate in Trade Union and HR forums, committees and so forth with the view to interact and lead discussion on the implementation and maintenance of Talent Acquisition strategy and constraints facing the Talent Acquisition alignment; Compiling monthly and quarterly reports on work progress to relevant stakeholders; Communicate with relevant internal and external departments or agencies and other stakeholders on complex issues pertaining to Talent Acquisition.

KEY RELATIONSHIP INTERFACES
Internal Key Relationships (to Pikitup): <ul style="list-style-type: none"> Hiring Executives and Managers General Managers within the Human Resources Department Line Managers Internal auditors Union representatives Employees
External Relationships (with departments and other key parties): <ul style="list-style-type: none"> Auditor General

Job Specific Requirements	
Competencies (Knowledge, skills and attributes)	
Skills	Behaviours
<ul style="list-style-type: none"> Problem-solving and analytical skills Strong consulting skills Strong leadership and staff development skills Technically proficient with a proven track record in all aspects of online recruiting, use of social media, job boards and on-boarding. Strong interpersonal skills and diplomacy Report writing, policy and strategy 	<ul style="list-style-type: none"> Critical thinking Attention to detail Ability to negotiate and influence others. Ability to collaborate and work in a team Impeccable judgment and professionalism in handling and communicating confidential and sensitive employee or prospective employee data. Good time-management Adhering to principles and values Planning and Organizing Deciding and initiating action Adapting and responding to change Delivering results and meeting deadlines

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<p>drafting</p> <ul style="list-style-type: none"> • Change management and conflict resolution • Advanced computer systems skills including Ms Word, Ms Excel, Ms Project • Excellent verbal and written communication skills • Good analytical skills as well as evaluative judgment based on the analysis of factual and qualitative information • Persuading and Influencing skills • Presenting to all levels of staff • Report Writing • Monitoring and Evaluation • Use of dashboards and analytics • Advanced systems skills ,excel, MS Project 	
<p>Knowledge:</p> <ul style="list-style-type: none"> • State the job knowledge required 	<ul style="list-style-type: none"> • In-depth knowledge and experience of full-cycle recruiting techniques • Knowledge of national and global recruitment practices and trends. • Knowledge and experience of different selection methods (including behavioural interviews, psychometric assessments, skills tests etc.) • Hands on knowledge and experience with candidate sourcing techniques including print media, social media and job boards • Knowledge of South African legislative framework governing talent acquisition • Strategic Human Resources Management; • South African Employment laws and regulations including EE Act; • Corporate Governance principles; • Knowledge and/or understanding of Municipal Finance Management Act (MFMA) and Municipal Systems Act advantageous • Knowledge and experience of administering psychometric evaluations strongly recommended

Qualifications

Minimum	Ideal
<ul style="list-style-type: none"> • Bachelor's Degree in Human Resources 	<ul style="list-style-type: none"> • Postgraduate qualification in a human resources related discipline • Registration as an industrial psychologist or psychometrist is highly recommended

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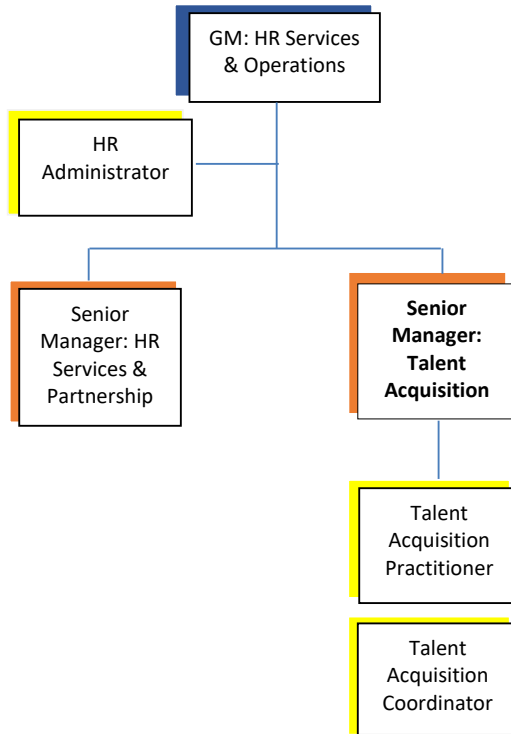


	<ul style="list-style-type: none"> Professional accreditation e.g. IPM or SABPP
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Experience

Minimum	Ideal
<ul style="list-style-type: none"> 6 years' overall experience in HR 5 years' is specialist experience in talent acquisition or recruitment & selection 3 years' experience in management/supervisory/leadership role in talent acquisition. 	<ul style="list-style-type: none"> Eight years of specialist experience in talent acquisition or recruitment

STRUCTURE



Job profile approved by:

Name (Incumbent)

Signature

Date

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Name (1 st level Manager)	Signature	Date
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