

Job Profile: Recruitment and Connections Administrator

Main purpose

To support HR and **gold** Grads Connections functions, which entails placement processes and logistics at the **gold** Hub, ensuring that a support service is provided to HR and that recruitment administration functions are developed and delivered. Placement oversight will be provided by Nicky Welsh and **gold** Grads and connections task management by Lynette Amaro.

Reporting to:

- Nicky Welsh, Head of HR.
- Lynette Amaro, **gold** Grads and connections Manager.

Effective date:

This profile will be effective from January 2019.

Context:

This is a Hub function, currently located in Rondebosch, Cape Town.

Authority Level and Decision Making:

The post holder will provide support services to HR and the **gold** Grads connections service at the **gold** Hub. These functions will take place in the context of agreed budgets, deadlines and operational tasks.

Key result areas:

This list identifies areas that are typically associated with this role. Other related tasks may be added from time to time within the context of this function. The aim is to provide the post-holder with a broad spectrum of experience in providing HR support to **gold**.

1. General responsibilities

- General HR administrative support which will include word processing, maintaining filing systems and under supervision, the provision and maintenance of HR services.

2. Detail of HR support function

- Providing support in maintaining current and historic HR records, templates, contracts and policy documentation.
- Providing support to ensure that **gold** policies and procedures are within current legislative requirements in all locations and countries.

- When required supporting the co-ordination of logistics relating to team planning, organisational meetings and events, line management and group team development sessions. This may include travel and catering logistics being achieved within agreed and allocated budgets.
- Assisting with the implementation of annual development and operational plans.
- Assisting with the retention of secure records and management of the **gold** server to ensure that **gold** policies and procedures are updated and available to staff.
- Supporting in recruitment and selection exercises as required.
- Supporting the coordination of the annual performance appraisal exercise.
- Supporting the HR manager in relation to compliance with current health and safety legislation as it relates to the workplace in all locations and countries.

3. Detail of gold Grads and Connections support function

- Maintaining the Opportunities/Connections Database to timeously communicate current vacancy information to field teams and youth for all communities of practice
- Contacting possible employers and/or institutions to discuss opportunities and possible outcomes
- Contacting **gold** Grads to discuss opportunities when required
- Maintaining an up-to-date database of those seeking work
- Assisting in screening **gold** Grads for opportunities
- Assisting **gold** Grads by coaching them to be interview ready
- Assisting with reports for **gold** youth sign ups and placements
- Collating all application data required from/to field for connections/placement opportunities.
- Creating documents when needed using established **gold** templates.
- Follow up with youth who have been placed to determine progress and update any changes

Key Competencies:

- A high level of PC skills (typing, MS Word, Excel)
- An understanding of assessing candidates against selection criteria/opportunities presented
- Basic competency/behavioral based interviewing skills
- Good organisational, administrative and communication skills
- Fluent in English and/or Afrikaans or an African language
- Ability to be flexible

- Ability to manage projects and services and work to deadlines
- Report writing skills
- Budget management skills
- Ability to train as well as to support through coaching
- Good organisational skills with an eye for detail
- Counselling Skills
- Basic research, documentation and assessment skills
- Value based approach (in agreement with the beliefs and values of **gold**) with a heart for young people
- Committed to community transformation
- A valid Drivers License would be an advantage
- Knowledge of **gold**.
- Ability to translate vision into workable, structure pieces of work.

Characteristics:

- Consistent
- Adaptable
- Cross-cultural understanding

Experience desired:

- At least 2 years work or community development experience.
- An understanding of youth and/or community development issues.
- Coaching or Mentoring experience

Qualifications:

- Matric
- Tertiary HR, Business Management, Coaching or similar qualification preferred.