



INTERNAL AND EXTERNAL ADVERTISEMENT

JOB TITLE: Senior Manager – Talent Acquisition & HR Administration	SALARY GROUP: D5	LOCATION: PRASA Corporate Office, Braamfontein
DEPARTMENT: Group Human Capital Management	POST NUMBER: TBA	REFERENCE: R&S/GHCM/TAHRA/256

DEPARTMENTAL MISSION: To lead and manage talent acquisition and HR Administration service in the organisation

OUTPUTS:	<ul style="list-style-type: none"> To lead Group Talent Acquisition strategy with the aim to enable long term and immediate organisational talent requirements. To develop policies and standard operating procedures for, Talent acquisition and assessment, Probation, Volunteerism, Secondments, Induction, orientation and HCM Administration. Coordinate acquisition interviews, talent screening, assessments etc. Review and advice on/approve job advertisements, screening/assessments reports, offers etc. Monitor and evaluate the implementation of policies and procedures across the Group. Promote business understanding of Talent Management and support talent management culture. Establish and maintain relationships with stakeholders (departmental heads, employees, labour unions, talent search companies, media companies etc) Manage human, physical, and financial resources in line with organisational policies, processes, and procedures. Ensure safekeeping of records and the integrity of data on the Recruitment and Personnel Administration modules Analyse and report on Talent Acquisition and HCM Administration trends, risks etc
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KNOWLEDGE:	SKILLS:	ATTITUDES:	CAPABILITIES:
<ul style="list-style-type: none"> South African legislative framework governing talent acquisition. Strategic Human Resources Management and HCM best practice Relevant role players within the business and their key responsibilities and outcomes 	<ul style="list-style-type: none"> Management Skills Planning and Organising Problem Solving and decision making Communication and Interpersonal effectiveness Collaborating 	<ul style="list-style-type: none"> Customer centric Detail and result oriented. Resilience Tact and diplomacy Honest and integrity Result orientated 	<p>Minimum Requirements:</p> <ul style="list-style-type: none"> Degree in Human Resources Management/ Human Resources Development or relevant qualification (NQF7) <p>Added Advantage:</p> <ul style="list-style-type: none"> Qualified Psychometrist or Industrial Psychologist

<ul style="list-style-type: none"> • Good corporate Governance principles • Full cycle recruiting techniques and different selection methods. • Project supply chain, finance, contract management principles and practices 	<ul style="list-style-type: none"> • Interviewing 		<p>Experience:</p> <ul style="list-style-type: none"> • 8 years' Human Capital Management experience of which 3 years must be at management level • SAP – Recruitment and PA Module
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<p>Please apply by completing an internal application form and submitting this together with your complete CV to: Manager: Recruitment & Selection: PRASA, Private Bag X101, Braamfontein, 2017, Or 1st Floor, PRASA Umjantshi House, 30 Wolmarans Street, Braamfontein. For the attention of: Odirile Ndhlovu or email: Corp.recruitment@prasa.com</p>	<p>CLOSING DATE: 18 July 2023</p> <p><i>Should you not hear from us within three (3) months from the closing date, please consider your application unsuccessful.</i></p>
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<p>ISSUED BY CORPORATE RECRUITMENT OFFICE</p>	<p>As per PRASA Employment Equity Plan, this position is earmarked as follows:</p>	<p>MALE</p>				<p>FEMALE</p>			
		<p>African</p> <p>X</p>	<p>Indian</p> <p>X</p>	<p>Coloured</p> <p>X</p>	<p>White</p>	<p>African</p> <p>X</p>	<p>Indian</p> <p>X</p>	<p>Coloured</p> <p>X</p>	<p>White</p> <p>X</p>