



Job Title : Talent Acquisitions Manager

Our Client is in the Financial Services Industry.

Job Reference: 2421

Purpose

To develop and execute talent acquisition strategy to attract and retain highly committed, engaged and talented candidates. Manage end-to-end recruitment processes to ensure sourcing and attraction of talent that will meet the current and future skills needs with the Company.

Main Responsibilities (not limited to):

- Develop, implement and continually evaluate recruitment policy and procedures including (sourcing, attracting, screening, interviewing, employment and onboarding) and implement improvement plan for efficiency and effectiveness.
- Establish and measure sourcing metrics to ensure internal stakeholder understanding of recruiting operations efficiency and provide insights to enable future talent strategy improvement.
- Liaise with the departmental HODs to forecast & plan future recruitment needs, and assist in obtaining all necessary approvals.
- Support talent management processes in line with the workforce planning, identification of key positions and sourcing & attracting high potential talent.
- Provide subject matter expertise in all staffing policies, processes, interviewing techniques and all legislative requirements.
- Keep abreast of legislative requirements, advise the business on changes and ensure such changes are implemented in the recruitment process to ensure compliance.
- Review existing technology/tools/systems and recommend new technologies to stay abreast
- Source candidates, create talent pool in line with the workforce plan and skills required by the business. Develop and manage relationships with third party talent suppliers (Universities, Colleges, Recruitment Agencies etc.) and participate in career events.
- Manage service level agreements of the recruitment service providers and ensure compliance thereof.
- Advertise vacancies, screen applicants and prepare longlist of candidates for shortlisting.
- Pre-book the interview panel, schedule shortlisted candidates for interviews and ensure all logistics arrangements are done.
- Ensure candidates recommended by the interview panel are booked for security clearance, assessments, pre-employment medical and reference checks are conducted.
- Prepare the recruitment file with all relevant documentation for the interview panel to make final decision and for the HR Business Partner to prepare the appointment report.
- Ensure effective administration of all recruitment activities to meet the set standard for vacancy turnaround time.
- Ensure adherence to the Company policies, standards and laid down procedures, in line with the legislation including control procedures aimed at mitigating risks.



The Ideal Candidate is likely to have:

- B Degree (Hons) in Human Resources Management
- 5-8 years' experience in Talent Acquisition at a Management level

Knowledge and Skills:

- Application Tracking Systems (ATS)
- Interview Targeted Selection Method
- Excellent management and leadership skills
- Delivering Results and Meeting Customer Expectations
- Sound knowledge of labour legislation and HR practices
- Excellent understanding of recruitment processes
- Proficiency in all Microsoft Office applications
- The ability to work efficiently under pressure
- Sound organizational and decision-making skills
- Effective communication skills

Applications can be sent to info@hashtaggroup.co.za. Reference 2422.

We are committed to equality, employment equity and diversity. Preference may be given, but is not limited to candidates from underrepresented designated groups. No application will be considered after the closing date, or if it does not comply with at least the minimum requirements.

Please note that correspondence will be limited to shortlisted applicants only. Should you not hear from us within 10 working days after the closing date, please consider your application unsuccessful. Prospective applicants must be willing to undergo a series of assessments and security clearance processes as prescribed by the Company.