



RECRUITMENT ADVISOR

(4-month parental leave replacement contract)

Staff Recruitment office

Human Resources Department

Please note that applications from suitably qualified members of the permanent and temporary UCT staff will be considered in the first instance.

An opportunity has arisen for a person who is assertive, proactive and who can exercise initiative to join our efficient and professional Staff Recruitment Office team as a Recruitment Advisor for appointment as soon as possible.

The Staff Recruitment Office seeks to appoint a suitable candidate to a temporary position as a parental leave cover. This short-term contract is for a period of 4 months, starting in April 2023.

This contract is also offered as a developmental secondment opportunity to a current permanent or temporary UCT staff member who has an interest in pursuing a career in Human Resources and in particular talent acquisition. The secondment opportunity is open to current staff, who have some level of knowledge or experience in Human Resources and staff recruitment. The successful candidate will need the support of their current line manager for their release from their substantive post for this period.

For the duration of a developmental secondment opportunity the incumbent will remain at the payclass level of their substantive role, not exceeding PC10. The successful candidate will return to their substantive post at the end of the contract.

We reserve the right to appoint an external candidate in a temporary contract position from outside the university.

The main purpose of this position is to provide a professional, comprehensive, proactive, and effective advisory service, utilising appropriate recruitment and selection methodologies, compliant with labour legislation, and aimed at securing the highest calibre candidates for the University, taking UCT's Employment Equity policy into account.

To view and apply for this position, please visit the [UCT Careers site](#) to create a profile and to submit your application.

Reference number:

ID303

Closing date: 31 March 2023

UCT is a designated employer and is committed to the pursuit of excellence, diversity and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.hr.uct.ac.za/hr/policies/employ_equity

UCT reserves the right not to appoint.