

# JOB ADVERT

## Transport Education and Training Authority

Corporate Services unit

Graduate Management Officer (Contract)

Randburg

Package: Market Related

### 1. KEY PERFORMANCE AREAS

#### 1. Provide support to Stakeholders

- 1.1. Attend to stakeholder queries and provide feedback;
- 1.2. Maintain good working relationship with internal and external stakeholders hosting TETA interns;
- 1.3. Assist walk in clients;
- 1.4. Communicate with all relevant stakeholders on TETA processes.

#### 2. Recruitment and Selection

- 2.1. Source graduates with relevant profiles that require experience in accordance with Annual Performance Plan (APP) target;
- 2.2. Recruitment of graduate placement for TETA interns, TVET Colleges and TETA adopted schools;
- 2.3. Build a database of potential graduates for placement;
- 2.4. Align job advert to reflect outcomes of the position;
- 2.5. Administer recruitment and selection process for graduate placement;
- 2.6. Process pre-employment screening (vetting) for potential graduates;
- 2.7. Administer contracting processes and briefings between interns and the host employers;
- 2.8. Administer Induction for interns being placed;
- 2.9. Submit new intern's information and terminations to payroll for processing;
- 2.10. Ensure accurate reporting of all graduate placements in accordance with reporting policies and procedures.

#### 3. Graduates operational performance and efficiencies

- 3.1. Coordinate quarterly performance reviews with host employers and interns;

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- 3.2. Conduct monthly reviews of intern activities;
- 3.3. Manage and oversee mentorship support;
- 3.4. Administer HR management systems, record keeping, and performance.

## **4. Administration**

- 4.1. Administer timesheets of interns from all different host companies;
- 4.2. Administer leave for all interns;
- 4.3. Administer and attend all required HR related meetings;
- 4.4. Assist internal and external auditors during auditing.

## **5. Document Management**


- 5.1. Electronic and non-electronic management of all documentation for easy retrieval;
- 5.2. Manage and review filing and office systems including data management;
- 5.3. Register incoming documents.

## **6. Prepare and Submit claims to Finance**

- 6.1. Process monthly payment requests in line with contractual obligations;
- 6.2. Follow up with Finance department regarding submitted payments;
- 6.3. Forward Proof of payments to stakeholders.

## **2. MINIMUM REQUIREMENTS**

### **2.1 Experience and qualification**

- M+3 qualification in HRM/ETD/HRD or relevant qualification;
  - Minimum of 4 years of experience in recruitment and selection, 2 years of which should be in extensive project management of critical projects;
  - Exposure to various HR practices and experience in the public sector will be advantageous;
  - Willingness to travel and work overtime.
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## 2.2 Knowledge and Skills

### 2.2.1 *Knowledge and understanding of:*

- Recruitment and Selection process;
- Human Resource Management;
- Human Resource Management System;
- Performance Management;
- Training Management;
- Project Management;
- Job and competency profiling;
- Skills Development Management;
- Employee Relations Management;
- Legislations including LRA, BCEA, SDA, EEA, SDLA and OHSA.

### 2.2.2 *Skills*

- Planning, monitoring and reporting skills;
- Presentation, communication and writing skills;
- Project management skills;
- Computer skills including MS Word, MS Excel, MS Outlook, MS Power Point;
- Have at least code 8 Drivers license.

**Only applicants who meet the minimum requirements should apply by forwarding their detailed CV and cover letter to [recruitment@teta.org.za](mailto:recruitment@teta.org.za). All applicants will be considered in terms of TETA Employment Equity Plan. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The closing date for applications is Wednesday, 18 March 2020.**

Should you not hear from us within 21 days of the closing date, kindly consider your application as unsuccessful.

