

Durban University of Technology (DUT) is located on the warm east coast of South Africa. It sprawls over seven (7) campuses in tropical and picturesque Durban, and in Pietermaritzburg, with its undulating hills that flow over from the Drakensberg Mountain.

According to our *ENVISION2030* strategy, DUT's DNA has two strands, 'people-centred and engaged' and 'innovative and entrepreneurial'. These are interwoven intrinsically by several double pairs consisting of 'values and principles' that bind our double helix together. The extrinsic expression of our DNA is via *The DUT-Way*; which demonstrates our collective character and behaviour.

The University's ultimate goal is to contribute towards improving the lives and livelihoods of all its people, both internal and external.

DUT consistently strives towards excellence and greatness in teaching-learning and in research-innovation; something that has been recognized recently when *The Times Higher Education's World University Rankings* placed DUT within the top 500 of Universities in the world and within the top 5 universities in South Africa.

The enactment of these internationally recognized strengths is demonstrated in our impactful engagement internally and externally in service of our localities, the region and the country at large.

Human Capital Services

Post: Talent Sourcing Specialist X2 (Ref: HR32 and HR:33)

Looking for a challenging yet rewarding role in academia?

We are on a mission to find a specialist with great intuition and matching skills that knows how to find top talent with the right behaviours to drive the university forward.

Minimum Requirements:

- NQF Level 7 qualification in Human Resources Management or Organisational/Industrial Psychology
Advanced proficiency in MS Office.
- 7 years' experience in human resource management including the sourcing and selection of employees across all levels of the organisation.
- Demonstrated ability to attract suitable talent through a strong employee value proposition and other sourcing strategies.
- Experience in selection and assessment tools.
- Knowledge of Human Resources / Recruitment Management Systems.
- Proficient in MS office suite, particularly MS Word and Excel

Purpose

The main purpose of the Talent Acquisition specialist is to facilitate the effective acquisition of staff for DUT through identifying and recruiting talented individuals that fit within the organisational culture.

Summary of Duties:

- Source, select and hire top talent that is right fit for DUT.
- Review and identify applicant sourcing tools, applications and methodologies to ensure optimum reach of potential candidates.
- Collaborate with relevant internal stakeholders to promote DUT as an employer of choice at external events, fairs, seminars etc.
- Draft and update job advertisements in collaboration with the relevant stakeholders ensuring that all job advertisements are aligned to the job requirements.
- Publish job advertisements in accordance with the DUT recruitment protocol. Follow-up that the DUT website and recruitment system reflect open vacancies.
- Consolidate and track applicants received.
- Screen and process applicants in terms of DUT's recruitment policy. Check adherence to closing dates and minimum criteria / requirements.
- Co-ordinate the completion of recruitment related tests / assessments.
- Check the availability of competency-based interview guides and if required, develop such guides in collaboration with the relevant subject matter experts / Line Managers
- Prepare and distribute interview guides to the relevant parties involved in the interview process.
- Process relevant administration and update system on the outcome of the interviewing process.
- Manage the recruitment Administration.
- Report on the implementation of the sourcing plan, number of applicants received, vacancies filled, appointments made and the identification of hard to fill vacancies.
- Provide guidance to relevant internal stakeholders and assist with the upskilling of line managers in competency-based interviewing and any other relevant selection tools.

Salary: Market related

Contact Person: Miss. BZ Ngcobo

Email Address: HCSRecruitment@dut.ac.za

Status of Position: Permanent

Please complete an **official application for employment form** and send a **detailed CV, copies of ID, qualifications and a covering letter** with the **exact name of the post you are applying for** to: HCSRecruitment@dut.ac.za

Kindly note:

Communication will be entered into with short-listed candidates only. Only applications made on our application for employment form would be considered.

Closing date: 21 April 2023 @ 16:00pm

“While DUT strives for equal opportunities, preference will be given to suitable candidates in terms of the University's equity policy” The University reserves the right NOT to make an appointment.