



JOB PROFILE

1. Position Detail

Job Title	Recruitment Assistant/ PA
Generic Market Job Title	Recruitment Assistant
Date Reviewed	December 2024
Location	Northcliff, Johannesburg

Overall Purpose of the Job <i>(one sentence on why the job exists in the organisation)</i>
To provide recruitment administrative and secretarial support to ensure effective and efficient service delivery as required.

Position in the Organisation

Organisation	Tiana Business Consulting Services (Pty) Ltd
Division	Administration
Sub-Division	All
Position	Recruitment Assistant/ PA
Job Analyst	
Job Matter Experts	Line Manager: Principal Consultant Incumbent Names:
Upward Reporting Relationship (First Level)	Principal Consultant
Upward Reporting Relationship (Second Level)	None
Downward Reporting Relationship	None
Job Grade	

(Attach copy of organisational structure showing position)

2. Position Description

KPA / Main Outputs and Responsibilities for this Position	Detailed Description	Weighting / Time Spent
1.1 To provide administrative support	<ul style="list-style-type: none"> • Answer all incoming calls, and where necessary, forward them to relevant personnel. • Record all outgoing calls in the call register. • Co-ordinate external and internal meetings, ensure that the meetings are recorded and minuted, and that the attendance register is completed. • Control stationery, order numbers and requisitions. • Dairy management • Coordinate travel and accommodation arrangements (where applicable). • Receive, prepare, manage & distribute meeting packs, transcribe minutes of meetings and distribute to relevant team members within applicable timeframes. 	20%

KPA / Main Outputs and Responsibilities for this Position	Detailed Description	Weighting / Time Spent
	<ul style="list-style-type: none"> Provide administrative support, generate and maintain the filing system to ensure safe and proper record. Respond to general queries. Perform general clean in the office to ensure upkeep. Organize meetings, arrange boardroom and prepare the meeting files 	
1.2 Provide support to projects and data capturing	<ul style="list-style-type: none"> Sourcing suitable candidates and matching to clients' specifications. Capture all the projects documents in the prescribed format (CVs, job profiles, etc.) Interview and send CVs of suitable candidates to Line Manager for approval. Follow-up with clients and give feedback to candidates. Participate in division core project/task and operations. Provide inputs to documents as and when required. 	40%
1.3 To handle incoming and outgoing correspondence	<ul style="list-style-type: none"> Acknowledge receipt of incoming correspondence. Ensure that the correspondence is allocated to the relevant party; and Record all incoming and outgoing correspondence in the register (electronic and manual). 	10%
1.4 To generate and maintain the filing system	<ul style="list-style-type: none"> Maintain a manual system by saving information on folders. Create folders on Desktop for record keeping and tracking. 	10%
1.5 Customers	<ul style="list-style-type: none"> Build and maintain a relationship with all stakeholders (peers and clients) to create a conducive working environment on an ongoing basis within key deadlines. Service existing clients and source new clients Liaise with clients to ensure satisfaction on an ongoing basis within key deadlines. 	10%
1.6 Work outside work scope	<ul style="list-style-type: none"> Perform any additional responsibilities or tasks according to specifications as and when required. 	10%
Total		100%

Education (Formal Qualification Required)

Minimum/ Essential
National Senior Certificate (Grade 12)
Ideal/ Desirable
National Diploma /Advanced Certificate in Administration, Human Resources Management or any other equivalent qualification at NQF Level 6

Membership

Essential

None
Ideal/ Desirable
None

Experience (Minimum Experience Required - type and number of years)

Minimum/Essential	Minimum time spent in job
A minimum of 1 year administrative experience	1 year

Legal Requirements (e.g., Driver's License, Blasting Certificate, etc.)

Minimum
None
Ideal
None

Training and Knowledge Areas

Minimum/ Essential
Computer Literacy Office administration Project administration Knowledge of business communication Knowledge of travel management
Ideal/ Desirable
Administrative knowledge

3. Technical Skills and Behavioural Attributes

Skills	Weighting Importance
Attention to detail, assertiveness, and initiative	10%
Strong customer service skills	10%
Time management and reliability	20%
Interpersonal and communication (written and verbal)	15%
Report drafting and minute taking	20%
Multitasking, planning, and organising	25%
Total	100%
Behavioural Attributes	
Proven track record of exceeding goals	
Efficient and effective in meeting deadlines and delivering results	

Honest, trustworthy, and respectful	
Ethically sound	
Willingness to work long hours at times	
Team player	

4. Special requirements

Detail
Adherence to organisational policies and procedures Work outside normal working hours (where applicable) High level of confidentiality

5. Participants

Input Participants

Participant Name	Participant Designation
Ms. Viola Nzou	Principal Consultant
Mr. Mkhuseleli Mhlanga	Human Capital Management Consultant

Incumbent

Name	Designation	Signature	Date

Approved By

Name	Designation	Approved	Date Approved

High Level Structure

