

OVERVIEW OF CURRENT UNIQUE OCCUPATIONS IDENTIFIED FOR LABOUR RECRUITMENT INDUSTRY

These have been developed via SSETA process of participating in the population of the Organised Framework of Occupations (OFO).

RECRUITER

Also known as a Researcher / Resourcer

Primary Tasks:

- Maintain personal profile database of all candidates
- Compiles short-list of possible candidates
- Schedules and conducts interviews to determine match
- Creates CV presenting candidate
- Confirms verified credentials through reputable sources

PERMANENT RECRUITMENT CONSULTANT

Also known as a Recruitment Consultant, Account Executive, Account Manager

Primary Tasks:

- Maintains and expands database of clients and candidates
- Maintains and expands market share – general & specialised
- Negotiates placed candidates as per client and candidate need
- Build and maintain client and candidate relationships through understanding specific business need
- Manages contract maintenance fees, payment schedules, guarantees etc

TEMPORARY RECRUITMENT CONSULTANT

Also known as a TES Account Executive, Temp Consultant, Site Supervisor

Primary Tasks:

- Maintains and expands database of clients with temp requirements
- Maintains and expands personal profile database of temp candidates
- Negotiates placed temp candidates as per client and candidate need
- Build and maintain client and candidate temp relationships through understanding specific business need
- Manages client temp contract maintenance fees, payment schedules, guarantees etc
- Maintains and manages temp administration payroll, benefits, industrial relations, performance management, productivity etc
- Negotiates and manages temp personal development plans in terms of workplace output requirements and personal aspirations

RECRUITMENT MANAGER

This could be a Branch Manager, Division Manager or an Owner/Manager in SME environment

Primary Tasks:

- Grows and promotes intellectual capital pertaining to recruitment knowledge resources
- Promotes talent management of recruitment expertise
- Generates recruitment solutions as per market trends
- Formulate and drives marketing strategy for increased market share in recruitment industry
- Manages business operations budget, infrastructure, personnel