

POSITION NUMBER : 60065097
JOB TITLE : RECRUITMENT SPECIALIST
REPORTS TO : HEAD OF TALENT MANAGEMENT
BUSINESS UNIT : HUMAN RESOURCES
LOCATION : HEAD OFFICE: PRETORIA
POSITION STATUS : FIXED-TERM CONTRACT (6-MONTH)

Purpose of the Job

The Recruitment Specialist will be responsible to provide an all-inclusive end-to-end recruitment and selection service aligned with the needs of the organisation. This role will furthermore be responsible for the implementation of industry best practice, policy amendments and procedures within the organisation.

Job Responsibilities

- Recruitment channel management; e-recruitment, LinkedIn, PNet, Recruitment service providers, contract management
- Responsible for preselection and the development of interview questions and packs in line with competency framework
- Conduct competency-based interviews in consultation with business. Conduct reference checks and personal credential verification on final candidates
- Ensure compliance to all relevant policies, procedures and legislation
- Write integrated interview reports and prepare documentation for appointment and subsequently obtain approval
- Ensure Proper employment contract management
- Provide feedback to candidates where applicable
- Engage with external recruitment/vetting service providers by following Supply Chain Management processes
- Conduct exit interviews and provide business with an exit report/recommendations
- Track the filing of positions through management of a recruitment and selection dashboard/e-recruitment system. Provide monthly reports on status of positions/vacancies
- Ensure proper on-boarding of new employees, provide assistance to the new employees with on-boarding documents
- Handle transfers, redeployment and placement interviews
- Ensure the efficient management, control, compliance and reporting of the function/resources in accordance with the stipulations of the PFMA, banks Act, Postbank Act, BCEA, fraud prevention and risk management principles, legislation, Corporate governance, Delegation of Powers, company policies, processes, regulations, etc.

Qualifications and Experience

- Degree in Industrial Psychology/Human Resource Management/Behaviour Science (NQF 7).
- At least 5 - 8 years' experience in a similar position preferably in the banking industry with a focus on hiring for IT, Risk, Compliance and Fraud positions

Knowledge and understanding of:

- A good understanding of labour legislation, regulations, practices, processes and procedures
- E-recruitment systems
- Competency Interview questionnaire development
- Competency frameworks
- Project management (principles, practices, techniques and tools)
- Various research and analysis techniques, and the practical knowledge of application in a diverse and dynamic environment

Skills and Attributes

Project management skills, Verbal and written communication skills, Good interpersonal skills, Detail oriented and accurate, Networking skills, Conflict resolution and/or mediation skills, Influencing and Negotiation skills, Conceptualisation and integration skills, Decision making skills, Problem Solving, Analytical Thinking and Research

skills, Ability to analyse complex problem situations and design effective remedial solutions, Planning, coordination & implementation skills, Emotional intelligence, Business Acumen, Business Intelligence/ Organisational awareness, Adaptability to change, Learning Agility, Initiative, creativity and Innovation, Critical Thinking, Managing and developing others, Relationship Building, Resilience, Customer and Client Orientation

How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to RecruitmentSN@postbank.co.za Please indicate in the subject line the position you are applying for. To view the full position specification, log on to www.postbank.co.za and click on Careers.

Closing Date

10 March 2026

Disclaimers

The South African Postbank SOC Limited is committed to the achievement and maintenance of diversity and equity in employment, especially with regard to race, gender and disability. In compliance with the bank's employment equity plans, we encourage and welcome applications from diverse groups from the South African Employee active population. Correspondence will be limited to short-listed candidates only.

If you do not hear from the South African Postbank SOC Limited or its Agent within 3 months of this advertisement, please accept that your application has been unsuccessful. The South African Postbank SOC Limited reserves the right not to fill the positions or to re-advertise the positions at any time.

POPIA provides that everyone has the right to privacy and it includes a right to protection against the unlawful collection, retention, dissemination and use of personal information. By applying for employment you consent to the processing of your personal information with Postbank. Your personal information and any attached text or documentation are retained by Postbank for a period in accordance with relevant data legislation.