

<b>Job Title:</b>	Head of Talent Management	<b>Job Category:</b>	Senior Leader
<b>Department/Group:</b>	Talent Team	<b>Reporting to</b>	CEO
<b>Location:</b>	Johannesburg	<b>Travel Required:</b>	Travel Required
<b>Level/Salary Range:</b>	R40 000 – R70 000 CTC per month	<b>Position Type:</b>	Full Time Permanent
<b>Recruitment Contact:</b>	Fiona Tabraham	<b>Date Posted:</b>	30/08/2019
<b>Application Process</b>	Email <a href="mailto:fionat@capaciti.org.za">fionat@capaciti.org.za</a> with CV, cover letter and salary expectations		

### Job Description

#### COMPANY INFORMATION

The Cape Innovation & Technology Initiative is a Non-Profit Company (NPC) with a mission to build a future-proof, inclusive society through technology and innovation. CapaCiTi Tech Career Accelerator is the skills development division of CiTi. CapaCiTi's vision is to enable inclusive growth of the digital economy by ensuring a supply pipeline of future fit skilled employees with relevant technical skills matched to industry demand. We do this through innovative training and experiential learning programmes that focus on both technical and professional development.

#### CapaCiTi Digital Career Accelerator

CapaCiTi offers a holistic training programme that focusses on 3 key areas: Digital skills, Career Critical Skills, Job Critical Skills. We have campuses in Cape Town and Johannesburg and can accommodate c350 students at any one time. CapaCiTi programmes create job opportunities for unemployed and previously disadvantaged youth by providing them with the relevant technical and professional development through blended learning programmes on site at our campuses. We train c1000 youth a year across a range of courses including Broad Based Digital Skills, Python Programming, Java Programming, Systems Development and other bespoke programmes.

#### ROLE PURPOSE

Lead, evaluate, manage and execute sourcing, candidate management and placement strategy. Lead a diverse and multi-site team of 10 to ensure CapaCiTi candidates are selected appropriately, given relevant professional development, placed in internships and job opportunities and managed through the entire end to end candidate development process, allowing CapaCiTi to meet and exceed targets and ensuring a high-end candidate experience.

#### RESPONSIBILITIES

- Ensure development and continuous improvement of Candidate Talent strategies
- Align all Candidate activity across CapaCiTi to ensure a seamless, high value and engaged candidate journey from recruitment, through training, placement and into the alumni network.
- Lead all Recruitment, Candidate Management, Placement and Alumni activities for CapaCiTi Programmes through design, planning, overseeing execution and management of the outputs from the relevant teams
- Contribute to the development of policies, processes and procedures that align with best practice.
- Recognise areas of risk early through data analysis, collaboration with the leadership team, feedback from candidates, team members and host organisations etc and take mitigating action
- Drive the deployment of standard operating procedures, processes and planning activity that ensures the delivery of a smooth process throughout the end to end talent management landscape

- Create Viz Boards/reports/analytics that allow an "at a glance" view of department success, activity and challenges
- Ensure evidence is gathered in an appropriate and timely manner by your team to support all reporting requirements
- Report on all deliverables and compliance
- Lead and develop all team members, including holding regular reviews, feedback and performance management interventions
- Lead and motivate teams in Johannesburg and Cape Town to one aligned goal - to provide a market leading candidate experience throughout their engagement with CapaCiTi
- Ensure Teams deliver outputs to the highest standard possible that demonstrate best practice in the industry
- Ensure delivery of all Job Critical Skills activities outside of platform learning content (induction, graduation, feedback, mock interviews, world of work presentations/talks, workshops, learning events)
- Provide a key focus on customer and stakeholder relationships, with targeted business development activity where appropriate

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

No specific qualifications required. A qualification in HR, Business or Psychology may be advantageous.

### PREFERRED SKILLS

Committed to and engaged with youth development

Recruitment, Selection, development and Placement expertise, ideally within the IT/Technology Marketplace, ICT industry or Youth Development programmes

Experience within a training, learning environment/institution or Youth Development highly desirable

Experience of leading large teams with challenging targets to meet

Knowledge of all elements of the value chain (Applicant Tracking Systems, Recruitment activities and throughputs, selection design and methodologies, programme management, stakeholder management, reporting, Soft Skills development)

Thorough understanding of data including throughputs, reporting, visualisation and target driven approaches to achieving results

Financial acumen and the ability to interpret and analyse financial reports and budgets

Experience and confidence with Management Information and Reporting

Strong management skills with ability to mentor, coach, lead, develop and evaluate staff

### BEHAVIOURS

- Open and reflective
- Builds lasting people relationships
- Good communication skills
- Helpful, friendly, approachable
- Great social skills
- Enthusiastic, optimistic
- Consistent, planned and excellent organization skills
- Leads by example
- Engages and drives team towards success
- Aligns matrix and dispersed teams towards a common purpose
- Resilient in a high volume environment
- Solutions focused

- Seeks innovation and best practice