

Occupational Certificate: Recruitment Manager

NQF Level 05

186 Credits

SAQA ID: 118251



ACCREDITED ASSESSMENT CENTRE

4264 Magaqane Sreet,
Pimville Zone 4,
Soweto

Integrated Assessment Focus Area 1

Manage and control operational planning and the achievement of operational targets.

Associated Assessment Criteria 1

1. Align operational objectives and targets with business goals.
2. Manage stakeholder expectations through service level agreements.
3. Evaluate performance levels and address deviations
4. Clearly define deliverables within operational processes.
5. Ensure service requirements are met through operational planning.
6. Integrate strategic planning with operational processes for efficiency.
7. Identify service delivery gaps and provide cost-effective recommendations.

Integrated Assessment Focus Area 3

Manage the implementation of compliance with legal procedures and industry standards.

Associated Assessment Criteria 3

1. Adhere to compliance standards and codes of good practice at organizational and industry levels.

Integrated Assessment Focus Area 2

Lead, manage and develop staff to ensure smooth business operations.

Associated Assessment Criteria 2

1. Organize work delivery and implement leadership practices.
2. Apply employment regulations to workforce management.
3. Support workforce performance through effective recruitment, training, and interpersonal relations.
4. Define expectations with clear job descriptions
5. Ensure fairness through coaching, mentoring, and disciplinary measures.
6. Manage workplace disputes with effective resolution practices.
7. Address capacity-related issues and workforce planning.
8. Align cost control measures with operational and budget specifications.

Associated Assessment Criteria 3

2. Identify non-compliance areas and recommend corrective actions.
3. Follow relevant recruitment legislation.
4. Establish and implement compliance management tools to meet regulatory requirements.

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9435 Ikinixa Sreet,
Pimville Zone 6,
Soweto

Integrated Assessment Focus Area 4

Establish and manage budgets, control expenditure and ensure the efficient use of resources.

Associated Assessment Criteria 4

1. Align annual budgets with business requirements and service agreements.
2. Assess business risks and consequences of non-compliance.
3. Monitor and control costs within operational budget limits.
4. Analyze financial documents and statements for accuracy.
5. Ensure pricing follows accepted costing principles
6. Process invoices, commissions, and payments according to workplace standards.

Integrated Assessment Focus Area 5

Oversee the maintenance of an effective and efficient recruitment service.

Associated Assessment Criteria 5

1. Align recruitment services with business strategy and operational targets.
2. Strategically plan and execute communication for market optimization.
3. Utilize information management technology based on industry trends.
4. Apply and maintain internal business models to support growth.
5. Maintain candidate and client databases following industry standards.
6. Execute sales and marketing functions according to best practices.