

INTERNAL VACANCY

REF. NO. : RECRUITMENT OFFICER
DIVISION : HUMAN RESOURCES – HEAD OFFICE
POSITION : RECRUITMENT OFFICER
CLOSING DATE : 11 SEPTEMBER 2026

An Internal Vacancy exists for a **Recruitment Officer** in the **Human Resources Division** at **Head Office - Centurion**

The suitable candidate's main responsibilities and duties include, but are not limited to, the following:

- ✚ Complete general HR projects by clarifying objectives, setting timetables and schedules;
- ✚ Develop and update job descriptions and job specifications;
- ✚ Prepare and post jobs to appropriate job board/internal Portal, etc.;
- ✚ Source and attract candidates by using databases;
- ✚ Assess applicant's relevant knowledge, skills, soft skills, experience and aptitudes;
- ✚ Monitor and apply Human Resources recruiting best practices;
- ✚ Conduct interviews using various reliable personnel selection tools/methods to filter candidates within schedule;
- ✚ Act as a point of contact and build influential candidate relationships during the selection process;
- ✚ Promote company's reputation as "best place to work";
- ✚ Perform ad-hoc duties as per instruction from time to time;
- ✚ Monitoring of Interns in workplace;
- ✚ Administration of bursary process and procedure;

Preferred qualifications/attributes/skills:

- ✚ Grade 12 or equivalent qualification;
- ✚ HR Degree or equivalent qualification from a certified tertiary institution;
- ✚ Previous HR / Recruitment experience will be advantageous;
- ✚ Good administration skill;
- ✚ Maintain good working relations and high level of professionalism towards clients and colleagues;
- ✚ Good working knowledge of MS office (Word, Excel-level 3 advanced, Power-point and Outlook);
- ✚ Sound Communication Skill (verbal and in writing);
- ✚ Bilingual (English and any other South African language);
- ✚ Good time management and must be able to work independently and as part of a team;
- ✚ Be assertive and get information required;
- ✚ Clean disciplinary, criminal and credit record;

*Interested candidates to E-mail CV and Internal Application Form to internalcv@Proteacoin.co.za
Employment consideration will be in accordance with the Employment Equity Act requirements
Should you not hear from us within 14 days after closing date, your application should be considered unsuccessful*