



WE ARE HIRING!

Maritzburg College, one of the leading boys' schools in South Africa, has an excellent reputation for its academic, sporting, cultural and leadership programmes. The Governing Body invites applications from suitably qualified and experience persons for the following post:

RECRUITMENT OFFICER

To assume duty 25 January 2021

The incumbent must be a dedicated, hardworking and self-assured individual who is also expected to have the following competency profile:-

- Must be able to work under pressure and deliver accurate outputs
- A high sense of responsibility and be deadline driven
- Strong administrative skills
- Excellent communication skills
- Proven/existing track record in a talent-recruiting/scouting environment (references available)
- A clear understanding and passion for sport and respect for academics

Duties will include:-

- Recruitment of talented pupils in the sporting disciplines and all-round prospective learners.
- Internal collaboration with the Marketing Department and College Business department to deliver on strategic marketing imperatives.
- Mentoring learners who are on scholarships and bursaries.

Suitably qualified applicants are invited to submit their CV, proof of qualifications and the names of two references to:-

The HR Manager, Maritzburg College

PO Box 398, Pietermaritzburg, 3200

Email: hr@mcollege.co.za

Closing date for all applications: 07 December 2020

Should you not have heard from us by **10 December 2020**, please assume that your application has been unsuccessful and no further correspondence will be entered into.

Prospective employees are obliged to confirm (on an affidavit) that they have never been convicted of a sexual offence as well as provide a police clearance certificate.

Directing potential since 1863
www.maritzburgcollege.co.za

