PROPERTONAL EXPERIENCE STORTINGS

UNIVERSITY OF JOHANNESSURG.

Haman Researce Officer, March 2015 to February 2016 (fullback position).
Haman Researce Administrative Assistant, October 2013 to February 2015.

The unit develops and maintains the University's variant position advertising, applicant management systems and related policies and processes in order to assist UJ Faculties and Devisions in the attraction and recruitment of top talent.

May Benedited

- Coordination of shortlering and intersteers.
- Completed travel and logistics arrangements.
- Arrange refreshments for interviews
- Compole and facilitate nearmoments.
- Doaw up testerwises packs and autoroles publishers.
- Arrange Skype and Teleconference.
- Ensure proper governance is adhered to.
- Adhere to various HII policies and procedures
- Conduct MIE and QVS qualification verification.
- Triack vacuation and submit statistics to Managers.
- Write up reports with a 24-72 hour turnareand (Minute taking)
- Compile packs for MDC approval for mon-designated candidates.
- Pacificate and coordinate promotion interviews
- Utilize and work on Oracle Bystem.
- Assisted to distaining evidence for ER core
- Design with the ODMA.
- Facilitated Executive Management Interviews
- Complete the administration and on boarding of new employees.
- Deal with relocation for engiouses.
- Identify pressible risks for recruitment and encurrence.
- Assist HREP in the development of worklives plans in consultation with line passagers
- Hirfine and implement Concluse and Mentoring processes within faculties/divisions
- Promute and advise Faculty/Divisions in line with framan resource management practices to attract and retain quality staff aligned with the UJ EE plan.
- Diead with ad-hee during
- Provide support to discrete in absence of HRDP
- Blackle proceed NIB queries from internal and external climate
- Provide hands-on problem-solving factics
- Assisted with drawing up Contracts of Employment
- Filling of documentation.
- Place advents live on PNET.
- Combact the initial acreening of applications.
- Formatting and processing selection committee documentation.
- Obtain reference repairts.

EDUCATION & CHRISTIFICATIONS.

UNIVERSITY OF JOHANNESSURG - Auckland Park Hingsway Campus

Postgraduate Diplome in Labour Law Postgrad, 2010.

UNIVERSITY OF JOHANNESBURG - Auckland Park Kingway Campus

Backstors of Commerce in Human Beautree Management, 2015

SDESM - LENASIA

Gende 12 Obstrict, 2011

- Professional Administration Support Cartificate
- Professional Business Writing Skills Certificate

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G Thomas

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Kuccp Shortlisting 2015 2016 Book Review: Unveiling the Power of Words

In some sort of driven by information and connectivity, the ability of words has are more evident than ever. They have the ability to inspire, provoke, and ignite change. Such could be the essence of the book **Kuccp Shortlisting 2015 2016**, a literary masterpiece that delves deep to the significance of words and their impact on our lives. Compiled by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book is key themes, examine its writing style, and analyze its overall affect readers.

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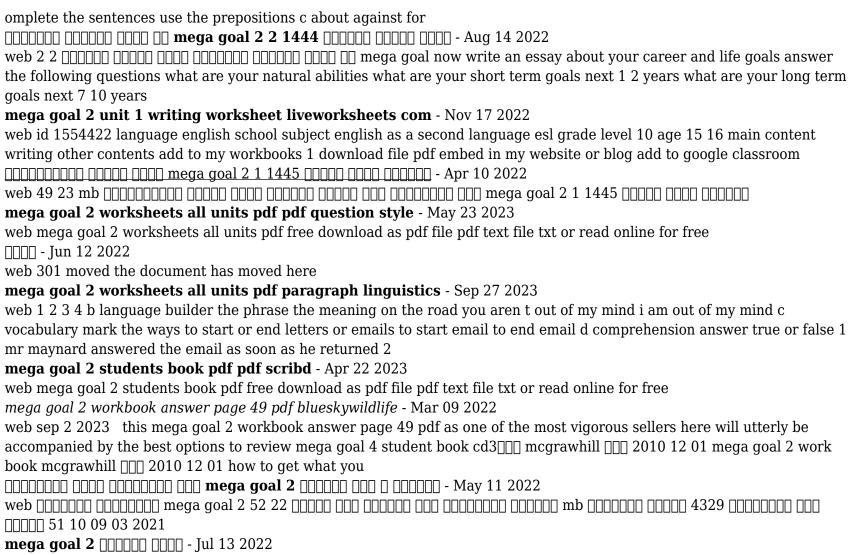
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