

GRADUATE PROGRAMME ADMINISTRATOR	
Department: Human Resources	
Reporting to: Graduate Programme Manager and dotted reporting line to the National Human Resources Manager	Office: Johannesburg
Purpose of the Role: To support the Graduate Programme Manager in the execution of administrative tasks and duties associated with the graduate programme portfolio.	
Key Stakeholders	
Internal: Graduate Recruitment Committee, Graduate Programme Manager, National HR Manager, HR Team (Johannesburg and Cape Town), Head of KM, Management Team, Directors and Candidate Attorneys.	
External: Applicants / law students, university faculties of law, service providers and vendors.	
JOB DESCRIPTION	
Key Responsibilities	
<ol style="list-style-type: none"> 1. General Administration of all graduate programme (and HR) processes and initiatives: <ol style="list-style-type: none"> 1.1. End to end administration of the on-line graduate recruitment application processes for articles of clerkship, vacation programmes and bursaries as well for general HR recruitment when required. 1.2. Administration of all elements of the selection process for articles of clerkship, vacation programmes and bursaries. 2. Facilitating the administration and co-ordination of the firm's vacation programmes. 3. Assisting the Graduate Programme Manager in communicating and connecting with signed Candidate Attorneys prior to them commencing their articles. 4. Assisting with the Candidate Attorney onboarding process and Induction Programme. 5. Administering the learning and development initiatives initiated by the Graduate Recruitment Team/Committee and Human Resources. 6. Preparing for and arranging Candidate Attorney performance evaluations. 7. Managing the content on the Graduate recruitment microsite and social media pages, in consultation with the Graduate Programme Manager so that it is always accurate, relevant and well presented. 8. Assisting with research and writing articles relevant to the Graduate Programme and HR (where required). 9. Supporting the Graduate Programme Manager on marketing and brand building initiatives. 10. Acting as an ambassador of the firm and the Graduate Programme portfolio in all interactions with internal and external stakeholders. 11. Reporting - Compiling quarterly and ad hoc Graduate Programme and Candidate Attorney reports, as required by the Graduate Programme Manager 	
QUALIFICATIONS & EXPERIENCE	
<ul style="list-style-type: none"> - A Human Resources, Legal or other relevant tertiary qualification - 1/2 years relevant experience within a corporate and/or professional services environment 	
SKILLS AND PERSONAL ATTRIBUTES	
<ol style="list-style-type: none"> 1 Excellent planning, organising, project management, time management and coordinating skills 2 Excellent technological skills – advanced MS Office 3 Strong written and verbal communication skills 4 Strong interpersonal skills 5 Positive, “can do” attitude 6 Self-motivated and determined 7 Professionalism and integrity 8 Meticulous attention to detail 9 Resilience and tenacity 10 A team player 	

Should you be interested in the available position please apply via our website by no later than Friday, 15 June 2018. <http://cdh.cloudrecruit.io/#/>