

The University of KwaZulu-Natal (UKZN) is committed to Employment Equity.

For this position, applications are invited from Designated Africans

HUMAN RESOURCES DIVISION

**SITE ADMINISTRATOR
(PEROMNES GRADE 10)
HR REWARD SERVICES
DURBAN CENTRE
(WESTVILLE AND HOWARD COLLEGE)**

REF NO: HR04/2015

The newly structured Human Resources Reward Services Department comprises of Remuneration, Human Resources Information Systems, Benefits and Payroll function.

The incumbent is essential to the smooth-flow of work between HR College/Professional Sector and HR Reward Services. S/he liaises with the HR operations team and the reward services team to provide a site-based service to the University. S/he assesses, executes and resolves issues as they arise. S/he ensures that processes arising from the interface between HR operations' and the reward services' departments, are efficiently administrated for optimum service to employees. The incumbent will be required to work in the three main sites of the University, namely Westville, Howard and Pietermaritzburg and therefore own transport is essential.

Minimum requirements:

- Relevant three year qualification;
- 2 years relevant experience in a large organization;
- Advanced experience in word-processing, spreadsheets and databases;
- Extensive knowledge of human resources practice, policies and procedures;

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Zakia Ballim, 031 260 2295 or e-mail: ballim@ukzn.ac.za.

The closing date for receipt of applications is 28TH April 2015.

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za.

Completed forms must be sent to Recruitment-jm@ukzn.ac.za

The advert reference number must be clearly stated in the subject line.