**The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.**

**HUMAN RESOURCES DIVISION**

**DIRECTOR**

**(PEROMNES GRADE 5)**

**EMPLOYEE RELATIONS**

**WESTVILLE**

**REF NO. HR01/2018**

The main purpose of the role is to lead the Employee Relations department by managing employment relationships within the University, and providing a professional, proactive, integrated and sound employee relations service to all stakeholders, on all labour relations policies, procedures and best practice.

In addition, the role:

* Provides a highly confidential, specialized and professional employee relations / labour law advisory service to the University, by performing various duties; principally, although not exclusively, on University premises.
* Develops and maintains sound and professional employee relations at the University.
* Provides leadership, expert guidance, advice and services to management, on all aspects of employee relations, and labour law policy and procedure.
* Provides creative and efficient responses and solutions to employee relations / labour law issues and problems.
* Develops employee relations policies and procedures and ensures that all employees understand those policies by documenting these in a manual, which is accessible to all members of management and other staff.
* Appears at the Commission for Conciliation, Mediation and Arbitration, private arbitration / dispute resolution forums to argue complex labour-legal matters on behalf of the University.

**MINIMUM REQUIREMENTS**:

* Master’s degree in the following disciplines: Labour Relations, Employment Relations, Human Resources or Labour Law.
* At least ten (10) years senior labour / employee relations experience, preferably in a multi-union environment.

**ADVANTAGES:**

* Exposure in a highly unionized environment, preferably at an institution of higher learning.
* Admitted as an attorney.

Short-listed candidates may be required to undertake a competency and/or psychometric test.

Enquiries and details regarding this post, including requests for a job profile, may be directed to Janet Maguire, maguirej@ukzn.ac.za.

**The total remuneration package offered includes benefits.**

**The closing date for receipt of applications is 20 April 2018.**

**Applicants are required to complete the relevant application form, which is available on the Vacancies website at** [**www.ukzn.ac.za**](http://www.ukzn.ac.za)**.**

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

**Advert Reference Number MUST be clearly stated in the subject line.**