

“The University of KwaZulu - Natal (UKZN) is committed to Employment Equity with the intention to promote representativity within the institution. Preference will be given to applicants from the designated groups in accordance with our Employment Equity plan.

HUMAN RESOURCES DIVISION

**HUMAN RESOURCES CONSULTANT
COLLEGE OF HUMANITIES PROFESSIONAL SERVICES
HOWARD COLLEGE**

**REF NO.: HUM07/2022
7 MONTH(S) FIXED TERM CONTRACT (LEAVE REPLACEMENT)**

The incumbent functions as a generalist and provides advice and consultation related to Human Resources methods and programs. Duties include consultation with Divisions and provision of best practice processes regarding recruitment, training and development, remuneration matters, employee relations, disciplinary matters, employee wellness and general administrative duties.

Minimum Requirements:

- Matric and a relevant 3-year degree or equivalent;
- Three (3) years' generalist human resources' experience;
- Knowledge and understanding of Human Resources theories and best practice.

Remuneration will be in line with Fixed-term contract rates approved by Council

The closing date for receipt of applications is Friday 29th April 2022 .

Applicants are required to complete the relevant application form which is available on the Vacancies website at <http://vacancies.ukzn.ac.za/Home.aspx> .

Completed forms may be sent to recruitment-humanities@ukzn.ac.za .

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

Kindly note that the University of KwaZulu-Natal (“the University”) is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 “POPIA”) submitted by candidates when applying for positions at the University. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.