

## **The University of KwaZulu-Natal is committed to Employment Equity**

### **EXECUTIVE MANAGEMENT VACANCY**

The University of KwaZulu-Natal (UKZN) is situated in the subtropical seaside city of Durban and in the Midlands city of Pietermaritzburg, capital of the province of KwaZulu-Natal, South Africa. The University is one of the largest residential universities in sub-Saharan Africa and is located on five campuses – Edgewood, Pietermaritzburg, Howard College, Westville and the Nelson R Mandela School of Medicine.

UKZN was formed out of a merger between the University of Durban-Westville and the University of Natal on 1 January 2004 and is one of three African universities rated amongst the top 500 universities of the world according to the Academic Rankings of World Universities (ARWU). The University has recently been ranked in the top 2.1% among the world's leading institutions by the Centre for World University Rankings (CWUR). UKZN was ranked 459<sup>th</sup> among approximately over 22 000 institutions of higher learning globally. As a research-led university UKZN is the third most productive university in South Africa in terms of research output.

As one of South Africa's pre-eminent research institutions, the University provides a dynamic environment for all facets of the research and innovation spectrum. Research activities span the natural, biomedical, social sciences and the humanities.

The University is structured on a College model with four Colleges - Agriculture, Engineering and Science; Health Sciences; Humanities; and Law and Management. Approximately 2000 academic programmes at both undergraduate and postgraduate levels are offered, with 42 000 students of which approximately 10 000 are postgraduates, and the University boasts some of the best teaching and research facilities on the continent.

For more information regarding the University profile please visit our website and feel free to interact with us: <http://www.ukzn.ac.za>

### **EXECUTIVE DIRECTOR: HUMAN RESOURCES (Reference: EX 02/ 2014) (5 – Year Contract)**

The Executive Director Human Resources is responsible for the successful leadership and strategic management of the Human Resources (HR) and Employment Equity (EE) function to give effect to and support the mission, vision, strategic and operational plans of the University.

Employment Equity at the University of KwaZulu-Natal underpins Transformation, Integrated Talent Management, Skills Development, Performance Management and Change Management.

#### **Requirements**

- Appropriate Master's Degree
- Four (4) years relevant experience at executive management level

- Knowledge of leadership and management principles as they relate to HR within the tertiary sector
- Knowledge of all employment-related and other legislation impacting on the Higher Education sector
- Experience in managing, leading and developing professional HR teams within a complex and dynamic work environment
- Project management experience where innovative HR solutions have been delivered both personally and through others
- Experience in successfully consulting and negotiating with trade unions
- Experience in change management and advocacy
- Understanding of HR database systems and other technological systems which enhance the provision of HR services
- Ability to effectively analyse workforce data, benchmarking, auditing, modelling and forecasting to support workforce planning
- Experience in remuneration strategies and benchmarking in the Higher Education Sector

#### **Personal and Leadership Attributes for the position**

- **To provide strategic direction to the Division**
  - Judgement
  - Analytical ability
  - Conceptual thinking.
- **To champion the delivery of greater results**
  - Committing to action
  - Displaying resilience
  - Executing assignments.
- **To manage self and others**
  - Self-awareness
  - Building talent
  - Managing teams.
- **To foster productive working relationships**
  - Resourcing projects and assignments
  - Providing competent and respectful leadership
  - Living University Values - Respect, Excellence, Accountability, Client Orientation and Honesty (R.E.A.C.H.)

The ability to communicate in IsiZulu would be advantageous.

The closing date for receipt of applications is **22 August 2014**.

#### **General Information**

Applicants are required to provide:

- a detailed motivation highlighting their experience in each of the requirements listed above

- a detailed CV including full record of research, publications and teaching if applicable.
- the name, telephone, fax and e-mail address of three referees who are able to confirm experience listed in motivation or CV

Applications should be sent for the attention of Mrs Nonhlanhla Kunene, Human Resources Manager, University of KwaZulu-Natal, Westville Campus, Private Bag X54001, Durban, 4000 or e-mail: [kunenen7@ukzn.ac.za](mailto:kunenen7@ukzn.ac.za). Please state the reference number in your subject line.

A detailed version of this advert may be accessed at <http://hr.ukzn.ac.za/Vacancies18953.aspx>

Job profile for this post is available upon request.

Applicants who do not meet the requirements will not be considered. The University reserves the right not to make an appointment. Only shortlisted candidates will be contacted. The University of KwaZulu-Natal is committed to Employment Equity.